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2. OVERVIEW AND INTRODUCTION

History and Description

In 1912, San Diego County became the thirteenth County Library district established in the State of California. During the next three years, 36 branches were established. By 1936, there were 62 community and 7 institutional branches. As San Diego City expanded and annexed areas, many of the branches became City branches or ceased to exist. Today there are 32 San Diego County Library branches located in a service area that extends over 4,000 square miles

The quaint, rustic town of Julian is located sixty miles northeast of San Diego, and is an extremely popular tourist retreat during the year. Known as “the apple country,” the old-fashioned, picturesque town’s privacy and close knit community atmosphere is highly valued by the local townspeople, many of whose families have lived in the area for several generations. The community income is derived primarily from cattle ranching, apple farming and tourism. Many parents commute off the mountain to work in the city since the community has no large business or industry. The school district is the largest employer in the community. The population size has nearly doubled over the last ten years, and expectations for future growth are high - projected to increase by 80 percent by the year 2020.

The Kumeyaay, the first inhabitants of the area, lived in small, seasonal villages scattered throughout the area to avoid the desert heat of the summer. The discovery of gold in the late 1860s brought gold-rush fame to these mountains and settlers to the newly-created town of Julian. In 1870, Julian’s population was 300 with nearly 1,500 people living in the Julian Mining District. However, the rush was short-lived and during the 1880s most of the mines closed. The population of Julian dropped to 100. Although several brief periods of mining revived interest in gold exploration, overall, mining had become too expensive to remain the mainstay of Julian’s economy. Mining activities gave way to a variety of business efforts such as brick-making, lumbering, orchard agriculture, and grazing. It was also at this time that visitors were drawn to the area by its scenic beauty.

Julian continues to remind visitors of its colorful past by preserving the architectural authenticity of the area’s early years of settlement. Today, this area is known as the Julian Historical District. A thriving commercial base is provided by the sale of apples, apple products and gifts and souvenirs. Recently, facilities for overnight and weekend guests have been expanded and now make it possible to have an extended visit in the area. Camping in the surrounding mountains is also popular. Tourism, in its many forms, now provides a flourishing economic base for the Julian area and appears it will sustain the area for some time to come.

Mission Statement

The mission statement of the San Diego County Library is to provide resources that meet the informational, recreational, and cultural needs of each library community and to actively promote reading and life-long learning.

The San Diego County Library is comprised of 32 community branch libraries extending over a 4,000 square mile area. It serves a widely divergent economic, social and political population, which includes urban, suburban and rural communities of varying sizes. A primary goal of the San Diego County Library is to compliment the cultural uniqueness of individual communities, and to meet the life-long learning needs of diverse age, ethnicity, and interest groups by providing materials, programs and services in a variety of formats, always focusing on reading as a key element of success for everyone.

a. Introduction

Library Location in Julian

The new Julian library will be built on the campus of the Julian High School, in a triangular area bounded by Highway 78 and Cape Horn Avenue, with existing high school buildings on the remaining side. It will be a joint-venture, shared-use library serving the students of the school, but it will also be open to the public. Many community groups and individuals have been involved in the planning for the new library, including the San Diego County Office of Education, Julian Educational Foundation, Friends of the Julian Library, Julian Union High School District, Julian Union School District, Warner Springs Unified District, Spencer Valley School District, Julian Chamber of Commerce and other interested parties.

The Julian Branch library was established in 1913 and was originally located at Julian's High School. It was one of the original 11 San Diego County branch libraries. Over the years, the library has been housed at various sites, but in 1971, the branch was moved to its current location, the historical Witch Creek School building, which was built in 1888. Besides the town of Julian, the library also serves the following areas – Aguanga, Butterfield, Cuyamaca, Chihuahuah Valley, Harrison Park, Lake Henshaw, Mesa Grande, Oak Grove Ranchita, San Felipe, Santa Ysabel, Shelter Valley, Spencer Valley, Sunshine Summit, Warner Springs and Witch Creek. From July 1, 2000 – June 20, 2001 the branch circulated 39,339 items. The 1,270 square foot library is open 36 hours a week, T 12-8, W/Th 10-6, and F/S 10-4, serving the 6,193 persons who live in Julian and surrounding areas.

Needs Assessment

The Community Needs Assessment for the Julian Library, submitted with the Plan of Service, documents the Julian community's demand for a much larger collection, student-oriented services, community meeting areas, computers and other technologies, as well as expanded programs. A new Julian Branch Library is listed as the number one priority of the San Diego County Library Facility Capital Improvement Plan, adopted by the San Diego County Board of Supervisors.

The Julian Library provides service to a population expected to double within a 20-year period. Existing schools have limited library resources and the nearest full-service library is a 55 miles away. Demographic data and community input validate the community's demand for a new library facility of approximately 9,500 square feet, which would serve as a community center for a growing senior population, a large student customer base, and for families with young children.

Project Schedule

Planning/Land use Permits	05/02/02
Site Acquisition (Donation)	01/05/03
Schematic Design Complete	06/20/01
Design Development Complete	11/15/01
Working Drawings 90% Completion	02/28/02
Construction Documents Complete	01/05/03
Bid Advertisement	01/15/03
Start of Construction	03/10/03
Mid-Point of Construction (est.)	09/10/03

Completion of Construction	03/10/04
Opening of Library Building to the Public	04/15/04
Final Fiscal/Program Compliance Review	04/15/05

b. Library Building Program and the Design Process

The design of the contemporary library must address the informational needs of the community it will serve. The process focuses on several major components, which will vary with each particular location and with each community's particular demographics.

Collections

The size of the projected book collection requires an allocation of building area to house the collection. The Library Building Program defines this space allocation by using a variety of formulas and library design reference works. The allocation is described in Appendix A both in terms of number of shelving units required to house the collection and the floor area required to accommodate the shelving units and related public circulation ways.

Reader Seats

Library patrons utilize the resources of the facility in a number of ways. Reference, study and research work require table seating. Patrons interested in browsing and recreational reading seek comfortable lounge seating in which to pursue their pastimes. Retrieval of electronically processed information requires study carrels and computer terminals. Children need tables and chairs for projects, reading and other programmed activities.

All of these types of seating have specific space requirements; these requirements are defined by the Building Program and in Appendix A.

Technology

The contemporary library requires many types of special purpose equipment to deliver information in electronic media. The number and type of equipment is generally determined by experience of the library operator in facilities of similar size and scope and by applying the best standards of professional judgment. Area calculations can be assigned, based on the type and number of devices required. See Appendix A.

Staff Needs

Based on the library service area and the size of the collection, staff needs are determined for the new facility at some projected "build-out" figure. The new library may not open with the total number of staff projected, but the building must be designed to accommodate this future requirement. Staff needs include public service areas as well as individual workstations for staff to carry out administrative tasks. Like collections and reader seating, staff needs are translated into square footage requirements by the Building Program and in Appendix A.

Community Services

As a focal point for community learning, libraries often include community meeting spaces such as seminar rooms, study rooms, and special program areas to accommodate activities like literacy tutoring, children's story hours and the like. During the community input process, the

need was expressed for a community meeting space that would accommodate 40-45 people for seminars, library programs, fundraising events and homework center activities.

The space allocations determined by the Library Building Program become the building blocks from which the new library is built. Their accommodation and integration is the key to successful library design.

c. Library Building Team Members

Development of this Library Building Program has been a collaborative effort of many elements of the community. The San Diego County Library has overseen and coordinated the input and contributions of the following groups:

- San Diego County Board of Supervisors
- San Diego County Department of General Services (DGS)
- San Diego County Department of Real Estate Services (RES)
- San Diego County Department of Planning and Land Use
- San Diego County Department of Public Works
- San Diego County Department of Environmental Health
- Caltrans
- Julian Unified High School District
- Julian Unified Elementary School District
- Julian Architectural Review Board
- Julian Planning Advisory Committee
- Julian Friends of the Library
- Julian Educational Fund
- The Fromm Group
- RDK Consulting, Inc.
- BRG Consulting, Inc. (Environmental Planning)
- GEOCON, Inc. (Geotechnical Consultant)
- NTD Architects, Inc. and other project design consultants.

San Diego County Library and the Fromm Group worked closely with local community groups and the Julian Unified High School District to develop the Community Needs Assessment and Plan of Service for the proposed new facility. With data obtained from this effort, the overall program for the new library was developed by RDK Consulting, Inc., the County's project manager for the new facility. Based on the approved program, various sites were studied and with the assistance of DGS and RES, a site was selected. The program and selected site were then given to NTD Architects, Inc. as the basis for their design work.

Initial concept studies and the final concept design sketches presented in this application were reviewed first for conformance to overall program guidelines and then by Library staff and community groups. Appropriate adjustments were made in the program based on these reviews. The proposed design was presented to community design review boards and application was made for a Major Use Permit based on the approved program and its architectural expression.

3. GENERAL REQUIREMENTS OF THE LIBRARY BUILDING

Public libraries are community gathering places, where people meet to seek information and ideas that will improve their quality of life. Because of the remoteness of the Julian community, the library will be a highly-used focus of community life and learning. In addition to providing much needed additional collection resources for the rural area's residents, the building will serve as a homework center and meeting place for special programs developed for children and young adults in the Mountain Empire Unified School District.

The building should be designed in such a manner that it is recognizable as a community asset and information center. The design of the building must meet the aesthetic and functional goals outlined both by the Julian community and by the library operator. Flexibility should be a key component of the building design; rapidly changing methods of information access and delivery will require ongoing changes in the physical configuration of the interior of the building as well as changes in staff commitments and patron usage patterns.

The design of the new library should reflect the history and character of the area. The township has a setoff design guidelines which must be followed and the design of the project must be reviewed and approved by the Julian Architectural Review Board.

The building should be located on the site in a position that optimizes its visibility to the community. Lighted exterior signage - at the site entry or on the building itself – should clearly identify the building to the passerby. Adequate and convenient parking should be provided for both patrons and staff. Consideration must be given to circulation routes for utility and van access to the building.

a. Occupancy/Staff and Patrons

Projected staffing for the Julian Branch includes one (1) full-time Librarian II, one (1) full-time Library Technician III, one (1) full-time Library Technician II and one (1) full-time Library Technician I. Library/Librarian Substitutes are budgeted at 30 hours per week. The regional librarian will visit the branch on a regular basis for meetings with staff.

The building should be designed as a B Occupancy with occupancy loads calculated on the basis on one (1) person per 50 square feet of reading room area and one (1) person per 30 square feet of stack area. Staff areas are calculated as "office" occupancy or one (1) person per 30 square feet of floor area.

a. Type and Size of Collections

The proposed collection size for the new Julian Branch is 35,778 volumes. The collection was developed using the SDCL Material Selection policy which gives detailed specifications for all Dewey ranges and formats. Other successful branch libraries of the same size range were used a guide for type and size of collection. Individual collection categories, shelving requirements and area requirements are included in the Space Needs Assessment and on the individual space data sheets.

a. Flexibility and Expandability

Anticipated growth in the Julian community requires that the new library be designed to accommodate potential expansion, both in terms of physical plant and in terms of collection size and configuration. Accommodation of additional staff members must also be considered.

a. Staff Efficiency

Staff salary costs are a significant part of a public library's operating budget and facilities often operate with less than the desired number of staff. Ease of monitoring and control of the library from a central point is required so that adequate service can be provided. Staff areas and reader service desks and functions should be located together. Because of staff efficiency demands placed on the SDCL by annual project budgets, there will be no departmental librarians, so the importance of an efficient core staff area is paramount.

Collection distribution should be designed in a manner that minimizes travel distance for staff to assist patrons in locating a particular item. Visibility of all areas of the facility by staff from one centralized point is desirable.

a. Energy Efficiency

With increasing energy costs in the California utility market, energy conservation measures are a key consideration in building design, equipment and materials selections. Building orientation, daylighting and insulation are obvious areas of investigation, as well as selection of HVAC, electrical and lighting systems. The microclimate of the Julian area is characterized by wide swings in temperature levels, demanding efficient performance levels of all energy-related building components on a daily basis. The remote nature of the community requires that building systems be selected both on the basis of energy efficiency and the availability and capabilities of local repair technicians. The building is to be mechanically conditioned, but provisions should be made for operable windows and natural air flow in the event of a system failure and as an additional method of energy conservation. .

In addition to considered choices in the selection of appropriate heating/cooling, electrical and lighting systems, the design should address the following in terms of life-cycle costing for the building:

- Optimal thermal insulation
- Double-glazing at all windows
- Solar orientation
- Shade overhangs
- Reflective glass
- Vestibules
- Earth berming
- Active solar design
- Occupancy sensors for lighting systems.

The County of San Diego has an unofficial policy of attempting to exceed the energy conservations goals of California Title 24 by at least ten percent (10%). Partnering with local utility providers is encouraged.

a. Fenestration

The Julian Branch Library site provides spectacular views of adjacent valleys and mountains. Views of this pastoral environment can add a special dimension to the library experience for local residents. Windows provide needed natural light and allow visitors and passersby to get a glimpse of activities within the facility. Natural daylighting can also reduce demands on the building's lighting system; the orientation and size of windows can also impact HVAC system operation and efficiency.

Windows should be located so that they do not interfere with shelving layouts in the bookstack areas. Openings placed high on the wall above shelving units are often an effective source of evenly-distributed ambient light.

Natural lighting does have some negative aspects which must be considered in the design of the new library:

- Deterioration/fading of books and furnishings
- Glare at reading areas and computer stations
- Intense concentrations of light (such as from skylights).

In general, the intensity of southern and western daylight requires architectural or control mechanisms to minimize the impact of the items noted above. Northerly light is soft and diffused and should be harnessed where possible to add to the ambience of the interior lighting of the library facility.

a. Space Finishes

The style, visual impact and durability of the new building will largely be determined by the building materials selected. Since the library will be in operation for a period of 40 years or more, quality and ease of maintenance, weathering and resistance to vandalism are key factors in selecting these materials.

Materials selection at the main entry is especially important for two reasons:

- The main entry is the public's first experience with the building. It establishes the "feel" of the designed environment.
- The main entry is also an area of high use and durability and ease of maintenance are essential in the choice of materials. Floor materials should be slip-resistant. Wall and ceiling surfaces should be such that they can always be maintained in an "as new," inviting condition.

From an operational standpoint, minimizing maintenance requirements should be a prime consideration in both exterior and interior materials selection.

a. Access for the Disabled

As a public service facility, the library must be accessible to all patrons. The design must conform to State of California Title 24 requirements and Federal ADA guidelines, as well as any local codes regarding access for the physically handicapped. The document Planning Barrier

Free Libraries (National Library Service for the Blind and Physically Handicapped, 1981) is suggested as a design reference.

a. Acoustics

Since the library is an environment for study and reflections, quiet is an essential characteristic for the facility.

The entry /community services area, readers service area (circulation desk), staff work areas and the children's area are prime sources of noise generation. Other areas which generate peripheral noise are the reference area and main circulation routes through the library. Natural conversation levels and equipment noise in these areas should be absorbed by spatial design, spatial separation, and materials selection. There should be special "quiet study" rooms designed so that patrons can be assured of an acoustically quiet environment.

Smooth, hard surfaces should be avoided in areas where ambient noise is an issue. Sound absorbing materials should be considered for walls, ceiling and floors throughout the library. Where noise transmission issues exist between adjacent spaces in the library, there are a variety of steps and products which can be utilized to minimize acoustical impacts:

- Landscape panels
- Fixture layout
- Moveable planters
- Shelving configurations
- Acoustical banners
- Textured wallcoverings
- Changes in ceiling height and ceiling configuration.

Mechanical equipment rooms and ductwork should be insulated; acoustical dampers should be considered in ductwork to reduce sound transmission between active, noisy areas such as conference and meeting rooms and other areas of the library.

a. Environmental Conditions (HVAC)

The HVAC systems for the building should be designed to maintain an interior temperature range of between 68 and 72 degrees and a humidity level of between 40 and 60 percent. These ranges address optimum human comfort levels and provide an environment which is not harmful to book collections or computer terminals. Dust filter control systems should be investigated due to the high winds and high percentage of airborne particulate matter which are part of the area's microclimate.

The size of the proposed library may be such that a zoned system is infeasible. If possible, however, a zoned system should be designed to allow different areas of the facility to be operated separately. All controls should be easily accessible to library staff and key locked. Because of cold temperatures in the mountainous Campo area during winter months quick recovery systems should be considered at entry areas.

Roof-mounted HVAC units are discouraged because of difficulties in servicing them; ground mounted units should be screened from view and vandal-proofed. The County of San Diego will require an analysis of the proposed HVAC system which indicates initial cost, first-year

operating expenses and a life-cycle cost analysis for the system. The system must comply with all State and local codes.

a. Illumination

The highest priority is placed on the design of a quality lighting system to facilitate the library's primary activity of reading – reading from printed media and reading from microfilm and/or computer screens. Library users – in particular, library staff – use their eyes for long periods of time; the system design should provide adequate levels of intensity and quality of light for the various tasks performed in each area of the facility and to minimize eye fatigue.

Combinations of direct, indirect and task lighting are generally most effective in reaching the goal of a successful illumination environment. Light sources most frequently used are incandescent, fluorescent and HID. There are first-cost and operating-cost implications implicit in the choice of each of these types of light sources and fixture configurations.

General guidelines for lighting levels for some library tasks are as follows:

- | | |
|-------------------------|----------------------|
| • Public Reading Areas | 50 fc at task level |
| • Bookstack Areas | 30 fc at floor level |
| • Staff Work Areas | 70 fc at task level |
| • Utility/Service Areas | 20 fc at task level. |

Illumination of the bookstack areas is a particular challenge because of the height of the stacks and their aisled configuration. Care must be taken to assure that the bookstack faces are illuminated evenly from top to bottom and that glare and shadows are eliminated.

Emergency and security lighting systems must also be incorporated into the illumination system for the library. These systems should accommodate spaces that need to be totally darkened (such as conference/meeting rooms for program presentations), as well as addressing emergency exiting routes and night security issues.

a. Power and Data Communications Requirement

Power

Because of the library's reliance on electronic equipment, the size and type of power supply is a critical element of the design of the building. Since the design of the library will allow for flexibility in the arrangement of departments and equipment, the power supply that feeds these areas must also be flexible. The system should be designed to assure that adequate power is available over the 40-year life cycle of the building.

At a minimum, power must be available at all staff and patron workstations, public seating areas, and computer carrels. Duplex outlets should be located per code on all walls; free-standing columns within the space should have electrical and data outlets and distribution through pre-manufactured furniture systems should be considered, depending on project budget. Required duplex electrical outlets are noted in the Individual Space Descriptions which follow; these are to be considered a minimum requirement.

Data Communications

Telephone and data requirements for the library are outlined in detail in the Space Needs Assessment section of the program. The master switching point should be located in the Staff Workroom's Communication Closet. Dedicated lines will be required for computers, computer communication with a remote processing unit, cash register, facsimile machines and the building alarm system. Telephones should allow point-to point intercom communication and multi-line access. The telecommunications and data plan should be compared with the furnishings and equipment plan to assure that all locations have proper receptacles. No public telephone will be required.

There should be a public address system in the library for announcements. Buzzer systems should be specified that will alert staff in the workroom of patrons at the circulation desk.

An on-line public computer access system will be included, with one master terminus located in the Communications Closet of the Staff Workroom area. Individual drops are called out in the space needs sheets of the program.

m. Security Systems

With library costs rising, protection of the library collection is an important facet of building security systems. A book theft detection system is a program requirement for initial opening of the Julian Branch, and provisions should be made for installation of such a system at the main entry door. Other exits from the building, such as fire exits, should be alarmed.

The overall building security system should allow for quick detection of unauthorized or after-hours entry into the building. An electronic detection system should monitor all doors and windows. Staff workspaces and spaces which contain expensive equipment should be protected.

Smoke and heat detection systems will be required and the County of San Diego has a policy that all of its building facilities are fire-sprinklered. Because of the capacity limits of the existing water system in Julian, a 10,000 gallon water tank will be required on site to provide back-up supply for the fire sprinkler system.

The building should be designed to meet all applicable State and local fire and life safety codes. Adequate exits must be provided and equipped with alarms. Exterior building lighting and parking lot lighting should be provided to assure the security of staff and patrons using the library during evening hours.

n. Signs

An integrated graphic design and way-finding program should be developed for the library. This should include lighted exterior signage (either monument type or building-mounted), identification of all rooms in the building, use restrictions, bookstack identification, and ADA accessibility signage requirements. A "donor wall" and community activity bulletin board should be included near the entry/community service area of the building.

A building directory should be provided in a location near the entry to assist patrons in finding the general area of the library they are seeking.

Signage should be flexible and easy to change. Directional graphics should be most visible from the direction of most frequent travel. Signs should be large enough to be easily read, but not obtrusive.

n. Audio-Visual Systems

Most of the audio-visual collection will be maintained for outside circulation, but some in-house use will occur. No in-house viewing of audio-visual materials is anticipated. Closed circuit television cameras may be used to monitor less visible areas of the new library and the grounds surrounding the library. A television line should be included in the Staff Workroom area and at one other location in the main library space as well as in the Community Meeting Room area of the new facility.

n. Visual Supervision

Even with a book theft security system, the ultimate responsibility for protecting materials and equipment used by the public in the library rests with library staff. The reader service desk and staff workrooms should be located in view of public seating and collection areas. Surveillance cameras and other vision enhancing devices can be utilized to cover areas that are not within direct visual control of the circulation desk.

The entry/community services area and restroom areas should be under direct visual control of the front desk. Direct visual connections with the Children's Area, PAC computers and Reference Area are important.

n. Master List of Furniture and Equipment

The following itemized list of furnishings and equipment should be used as a guideline in designing the new library.

AREA	FURNITURE		EQUIPMENT	
	ITEM	NO.	ITEM	NO.
Site	Two-person Bench	3		
	Trash/Ash Urn	2		
Entry/Comm. Services				
			Bulletin Board	1
			Display System/Local Exhibits	16LF
			Book Theft Det. System	1
			Security Gate	1
Reader Services	Computer Carrel	8	Computer	8
	Computer Carrel (Tutorial)	4	Computer	4
	Posture Chair	16		
	Posture Stool	3	Computer	3
	Sorting Shelf	4	Cash Register	1
			B/W Printer	1
			Color Printer	1
Non-circulating Ref			Telephone	3
			84" SFU	3
			Public Copier	1

Appendix 5 – Library Building Program Components - page 14
General Requirements of the Library Building

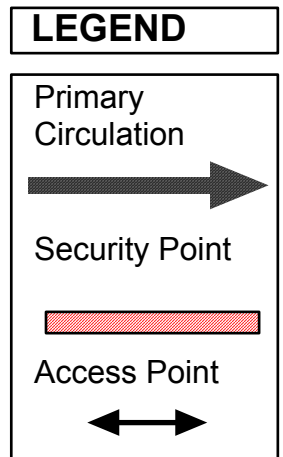
Informal Reading	Lounge Chairs	4	Telephone	1
	Occasional Table	2		
Reference Area	Reference Table 3060	2		
	Reference Chair	8		
	Computer Carrel	2	Computer	2
	Posture Chair	2	84" SFU	3
Local History Area	Lounge Chair	2	84" SFU	2
	Occasional Table	1		
Multi-Media Area			84" SFU	16
Adult/Young Adult Area				
	Reference Table 3060	4	84" SFU (Non-Fiction)	60
	Reference Chair	8	84" SFU (Fiction)	44
	Reference Table 3072	1		
	Reference Chair	6		
	YA Lounge Chair	2		
	YA Occasional Table	1		
	YA Study Table 3084	2		
	YA Study Chairs	12		
Children's Area	Study Table 42R	2		
	Juvenile Chair	8		
	Computer Carrel (Tutorial)	6	Computer	6
	Posture Chair	12		
	Lounge Chair	2	42" SFU	20
	Occasional Table	2	84" SFU	21
Staff Support Area				
	Librarian II Desk	1	Computer	1
	Posture Chair	1	Photocopier (desk top)	1
	Conference Table 30R	1		
	Conference Chair	3	Telephone	1
	Lib. Tech Workstation	3	Computer 3	
	Posture Chair	3	Telephone	3
	Sorting Shelf		84" SFU	4
	Built-in Work Counter	8 LF		
	Built-in Upper Cabinets	8 LF		
	Expansion Work Counter	10 LF	Telephone /Data Jack	2
	Built-in Kitchen Counter	6 lf	Telephone	2
	Built-in Upper Cabinets	6 lf	Full-size Refrigerator	1
	Storage Shelf	1	Under-counter Refrigerator	1
	Staff Dining Table 3636	1	Microwave Oven	1
	Staff Dining Table 2424	1	Coffee Urn	1
	Staff Dining Chair	6	Bulletin Board	1

Appendix 5 – Library Building Program Components - page 15
General Requirements of the Library Building

Community				
Room Areas	Stacking Chair	42	Recessed Projection Screen	1
	Folding Table 3060	6	Storage Dolly	1
	White Board 3084	1		
	Built-in Cabinet	6 LF	Sink w/disposal	1
	Built-in Upper Cabinets	6 LF		
	Lectern	2	VCR	1
			Video Projector	1
Friends Bookstore	Lounge Chair	2	Computer	1
	Occasional Table	1	Cash Register	1
	Sales Stacks		84" SFU	8
			42" SFU	4

4. SPATIAL RELATIONSHIPS

Below is a spatial diagram showing the relationship of the various spaces for the proposed Julian Branch Library.



5. SUMMARY OF FACILITY SPACE REQUIREMENTS

The following is a summary of the spaces in the proposed library, showing the name of each space and the respective assignable square footage.

SECTION	BASE REQUIRED (N.S.F.)	TOTAL REQUIRED (G.S.F.)
EXTERIOR/OUTDOOR AREAS		
ENTRY/COMMUNITY SERVICES	415	498
READER SERVICE AREA	875	1050
INFORMAL READING/SPECIAL FEATURES	510	612
REFERENCE AREA	510	612
MULTI-MEDIA AREA	240	288
ADULT/YOUNG ADULT AREA	2195	2634
CHILDREN'S AREA	1010	1212
STAFF SUPPORT AREA	920	1104
COMMUNITY ROOM AREAS	1256	1507
TOTAL	7931	9517

Building Area Summary Breakdown

EXTERIOR/ OUTDOOR AREAS	BASE REQUIRED (N.S.F.)	NUMBER OF SPACES	TOTAL REQUIRED (N.S.F.)	ASSIGNED SPACE ON FLOOR PLAN
Outdoor Landscape Equipment Closet	20	1	20	
Parking - Public	325	32	10400	
Parking - Staff	325	3	975	
Entry Plaza	200	1	200	
Outdoor Trash Bin Area	80	1	80	
Outdoor Courtyard/Seating Area	300	1	300	
Outdoor Book Deposit	50	1	50	
SUBTOTAL (N.S.F.)	1300		12,025	
Landscape Factor (1.25)			3,006	
TOTAL (G.S.F.)			15,031	

ENTRY/ COMMUNITY SERVICES	BASE REQUIRED (N.S.F.)	NUMBER OF SPACES	TOTAL REQUIRED (N.S.F.)	ASSIGNED SPACE ON FLOOR PLAN
Vestibule/Display	150	1	150	
Public Entry	240	1	240	
Community Display/Exhibit Area	25	1	25	
SUBTOTAL (N.S.F.)	415		415	
Efficiency Factor (1.20)			83	
TOTAL (G.S.F.)			498	

READER SERVICE AREA	BASE REQUIRED (N.S.F.)	NUMBER OF SPACES	TOTAL REQUIRED (N.S.F.)	ASSIGNED SPACE ON FLOOR PLAN
Circulation Counter & Work Area	350	1	350	
Sorting Shelf Area w/ Book Return	65	1	65	
Public Access Computers – 12 terminals	35	12	420	
Photocopy Alcove	40	1	40	
SUBTOTAL (N.S.F.)	490		875	
Efficiency Factor (1.20)			175	
TOTAL (G.S.F.)			1050	

Building Area Summary Breakdown (Cont.)

INFORMAL READING/ SPECIAL FEATURES AREA	BASE REQUIRED (N.S.F.)	NUMBER OF SPACES	TOTAL REQUIRED (N.S.F.)	ASSIGNED SPACE ON FLOOR PLAN
Local History Area	200	1	200	
Reader's Express / New Books	50	2	100	
Lounge Seating (4)	40	4	160	
Current Periodical Area (50 Titles)	50	1	50	
SUBTOTAL (N.S.F.)	340		510	
Efficiency Factor (1.20)			102	
TOTAL (G.S.F.)			612	

REFERENCE AREA	BASE REQUIRED (N.S.F.)	NUMBER OF SPACES	TOTAL REQUIRED (N.S.F.)	ASSIGNED SPACE ON FLOOR PLAN
Reference Book Stack Area	15	8	120	
On-Line Public Access Computers (2)	35	2	70	
Table Seating (8)	30	8	240	
Lounge Seating (2)	40	2	80	
SUBTOTAL (N.S.F.)	120		510	
Efficiency Factor (1.20)			102	
TOTAL (G.S.F.)			612	

MULTI-MEDIA AREA	BASE REQUIRED (N.S.F.)	NUMBER OF SPACES	TOTAL REQUIRED (N.S.F.)	ASSIGNED SPACE ON FLOOR PLAN
Storage	15	16	240	
SUBTOTAL (N.S.F.)	15		240	
Efficiency Factor (1.20)			48	
TOTAL (G.S.F.)			288	

Building Area Summary Breakdown (Cont.)

ADULT/YOUNG ADULT AREA	BASE REQUIRED (N.S.F.)	NUMBER OF SPACES	TOTAL REQUIRED (N.S.F.)	ASSIGNED SPACE ON FLOOR PLAN
Fiction & Non Fiction				
Integrated Circulation Book Stacks	15	73	1095	
Adult Table, Seating	30	16	480	
Study Rooms	30	12	360	
Young Adult Seating	30	6	180	
Young Adult Lounge Seating	40	2	80	
SUBTOTAL (N.S.F.)	145		2195	
Efficiency Factor (1.20)			439	
TOTAL (G.S.F.)			2634	

CHILDREN'S AREA	BASE REQUIRED (N.S.F.)	NUMBER OF SPACES	TOTAL REQUIRED (N.S.F.)	ASSIGNED SPACE ON FLOOR PLAN
Special Environment	150	1	150	
Book Stack Area	15	22	330	
Table, Seating (8)	30	8	240	
Homework Center (3 Work Stations)	35	3	105	
Public Access Computer (3 Stations)	35	3	105	
Lounge Seating	40	2	80	
SUBTOTAL (N.S.F.)	305		1010	
Efficiency Factor (1.20)			202	
TOTAL (G.S.F.)			1212	

Building Area Summary Breakdown (Cont.)

STAFF SUPPORT AREA	BASE REQUIRED (N.S.F.)	NUMBER OF SPACES	TOTAL REQUIRED (N.S.F.)	ASSIGNED SPACE ON FLOOR PLAN
Librarian's Work Office	100	1	100	
Work Room	240	1	240	
Staff Lounge/Break Room	200	1	200	
Staff Rest Room	60	1	60	
Janitor Closet	40	1	40	
Temporary Storage	50	1	50	
Mechanical/Electrical Space	130	1	130	
Telecommunications Closets	50	1	50	
Shipping and Receiving	50	1	50	
Loading Dock	0	0	0	
SUBTOTAL (N.S.F.)	736		920	
Efficiency Factor (1.20)			184	
TOTAL (G.S.F.)			1104	

COMMUNITY ROOM AREA	BASE REQUIRED (N.S.F.)	NUMBER OF SPACES	TOTAL REQUIRED (N.S.F.)	ASSIGNED SPACE ON FLOOR PLAN
Friends Bookstore	240	1	240	
Restroom	180	2	360	
Community Meeting Room	576	1	576	
Audio/Visual Closet	40	1	40	
Storage	40	1	40	
SUBTOTAL (N.S.F.)	1076		1256	
Efficiency Factor (1.20)			251	
TOTAL (G.S.F.)			1507	

6.0 SPACE DESCRIPTIONS

6.1 Individual Space Description

Section: Site

Operational and Design Objectives

The site shall be developed fully. Entry to the building should be considered in terms of both convenience and public presence within the community. Vehicular access to the site is limited to the existing high school driveway entrance off Highway 78. Pedestrian access should be considered at the intersection of Highway 78 and Cape Horn Avenue Extension; linkages with the pedestrian circulation system at the existing high school are critical. A small outdoor reading courtyard area should be developed to provide a gathering place and seating area for library patrons. Landscaping shall enhance the design of the building and provide a pleasing connection to the surrounding area. Landscaping should incorporate visual screening at the Highway 78 frontage and address issues of erosion control on the sloped areas on the north and west sides of the site. The site shall be designed to accommodate County Library van service for book and supply delivery; this area should be screened from public view. Space shall be provided to accommodate an outside book drop off area. There shall be a total of at least 35 public parking spaces provided, including at least two handicap van-accessible spaces.

a. Assignable Square Footage

Total site area is 2.05 acres or 89,298 SF.

b. Occupancy by staff and patrons.

Library staff, elementary and high school staff and students, library patrons and the general public.

c. Type and Size of Collections.

Not applicable.

d. Functional Activity Description

The site will provide parking and vehicular and pedestrian circulation for library patrons and staff and students of the adjacent schools. Library programs may occasionally involve the use of outdoor areas near the library building.

e. Spatial Relationships

Consider the materials and massing of the adjacent high school building.

f. Flexibility and Expandability

The site should be designed to accommodate possible future expansion of the collection and staff service areas. Parking is to be shared with the existing adjacent high school via a reciprocal easement agreement which is included in the memorandum of agreement regarding donation of the site by the Julian Union High School Board.

g. Fenestration

Not applicable.

h. Space Finishes

GROUND SURFACES

Concrete (various finishes)
Stone/Brick
Concrete
Asphalt

SPACES

Main entry and walkways.
Main entry and Reading Courtyard.
Trash enclosures and Loading with approach aprons.
Parking area.

SITE WALLS

Masonry/Wood Frame

Reading Courtyard & Trash enclosure.

CEILING

Metal and/or Plaster

Building Entry canopies.
Areas of covered and partially shaded seating should be incorporated into the exterior seating areas.

i. Access for the Disabled

The site and all areas of the building must be accessible to the blind and physically handicapped.

j. Acoustics

Provide landscaping to screen noise from highway and other surrounding sources of noise.

k. Environmental Conditions (HVAC)

Water should be available throughout the site via the irrigation system and quick couple hose connections that are charged at all times (150 ft. center to center grid min. locations).

Wall hydrant hose bibs around building perimeter at various locations, including but not limited to 1 at each elevation of building exterior, and at all exterior building entries and one adjacent to telephone/data outlet/20 amp duplex at main entry and Reading Court for support services.

l. Illumination

Provide 2 footcandles of light at parking lot surface . All lighting to be directed in such a manner as to avoid causing glare conditions on surrounding neighborhoods and buildings. Provide exterior illumination at building and building approaches.

- Emergency lighting All areas per code.
- Lighting Automatic photo-sensor and timer controlled all exterior lighting.

m. Power, Data, and Audiovisual Communications Requirements

Provide connections to local power, telephone and data systems. Provide at least one (1) electrical, telephone and data outlet at the exterior of the building for use in outdoor program activities.

- Power Waterproof covered exterior duplex receptacles at 1/2 of all light standards in parking areas, at building entry, with a minimum of 1 at each elevation of building exterior. One dedicated 20 amp duplex at main entry for support services.
- Telephone Provide at Main building exterior entry and Reading Courtyard accommodation for one telephone/data outlet adjacent to the 20 amp duplex at main entry for support services.

n. Security Requirements

The parking areas will be fully lighted for security of the library patrons.

o. Visual Supervision

Provide glass doors at building entry in order to allow visual supervision of exterior entry areas from circulation desk in Reader Service area.

p. Signs

Provide one (1) lighted monument sign or building sign for building identification, building address for life safety agencies, and required handicap access signs at parking area.

q. Listing of Required Furniture and Equipment

AREA	FURNITURE		EQUIPMENT	
	ITEM	NO.	ITEM	NO.
Site	Two-person Bench	3		
	Trash/Ash Urn	2		

MISCELLANEOUS AREAS

Trash Enclosure

- Wood Frame Trash waste enclosures designed to visually screen dumpsters; should be designed such that access may be gained for intermittent daily use without opening gates used for removal of dumpsters. Shall be lockable.

6.2 Individual Space Description

Section: Entry/Community Services

Operational and Design Objectives

The entry should be directly linked to the public parking for the proposed library as well as offer easy access to pedestrians and students from the adjacent school facilities. Having one public entry is strongly preferred although two may also be explored depending on the constraints posed by the project site. The Public Entry shall have an architectural interest, which will provide a lasting impression on the building users.

The Community Display/Exhibit Area shall provide a display wall that contains a community map and calendar, marker board, and an area for general information. This area should provide space for moveable racks for various size handouts, newspaper and pamphlets, tax forms, etc. Provide space for a “donor wall” system to be provided and installed by others.

Public restrooms are to be located in the Community Room Area of the library with access off the public entry.

a. Assignable Square Footage

Total assignable area is 498 SF.

b. Occupancy by Staff and Patrons

OCCUPANCY

	LOW	HIGH	AVG.	SEATS	COLLECTIONS
PUBLIC	0	10	2	0	NA
STAFF	0	1	0	0	

c. Type and Size of Collections

Not applicable.

d. Functional Activity Description

The Public Entry module will be used by the public and County staff. It should be designed with durable low maintenance finishes of a quality similar to materials used at other civic function projects recently completed by the County of San Diego. The Public Entry module shall be designed for full accessibility in compliance with Title 24 and ADA requirements.

e. Spatial Relationships

See the following Space Adjacencies Diagram.

f. Flexibility and Expandability

Entry size and location is likely to be fixed over time. Provide locking gate between Entry/Community Services area and main library area to allow use of meeting room and Friends Bookstore during hours when library is closed to the public.

g. Fenestration

The entry should be light and airy and provide glazing for visual supervision of exterior entry areas.

h. Space Finishes

FLOOR

Stone/Carpet

SPACES

Community Display/Exhibit Area and Public Entry

BASE

Tile/Stone/Rubber Cove

Public Entry and Community Display/Exhibit Area.

WALLS

GWB, Paint

Public Entry and Community Display/Exhibit Area, Restrooms.

CEILING

Acoustic tile, GWB & Paint

Public Entry and Community Display/Exhibit Area.

i. Access for the Disabled

All areas of the building shall be accessible to the blind and physically handicapped.

j. Acoustics

The entry area will generate noise because of patrons entering and exiting the library; it should be acoustically buffered from the library space.

k. Environmental Conditions (HVAC)

Occasional harsh temperatures, high winds and snowy conditions in the Julian area will require the design of an entry vestibule to act as an airlock between the exterior and interior spaces of the building. Provide quick recovery heating system at vestibule area.

l. Illumination

Provide specialized accent lighting at 50 footcandles at the entrance and in the lobby with wall washers or adjustable track lights for gallery walls. Provide light in glass-shelved display case, night light and emergency lighting. Entry doors should be glazed to provide for a view to the exterior from this space as well as the Circulation desk.

- Emergency lighting All areas per code.
- Lighting Two level lighting key switched in Public Entry

m. Power, Data, and Audiovisual Communications Requirements

- Telephone jacks Provide at Main building interior entry
- Power 3 duplex receptacles in Public Entry and Community Display/Exhibit Area.

n. Security Requirements

The Public Entry is the main security point for the facility. The entry area must include an electronic book-theft detection system. The theft detection equipment must be successfully incorporated into the project's interior design. Provide a locking vestibule at the entry and a locking gate to secure the main library space in such a manner that the Community Meeting Room, restrooms and Friends Bookstore area (see Community Room Area) can be utilized when the library space itself is closed.

o. Visual Supervision

Provide visual supervision of front entry area from circulation desk at Reader Service area.

p. Signs

“Julian Branch San Diego County Library”	Door-mounted
HOURS OF OPERATION	Door-mounted
“In Case of Emergency Call XXX-XXX-XXXX”	Door-mounted
“No Smoking” “Community News” “Entry” “Exit” “Book Drop”	Door-mounted

ADA ACCESSIBILITY SYMBOL

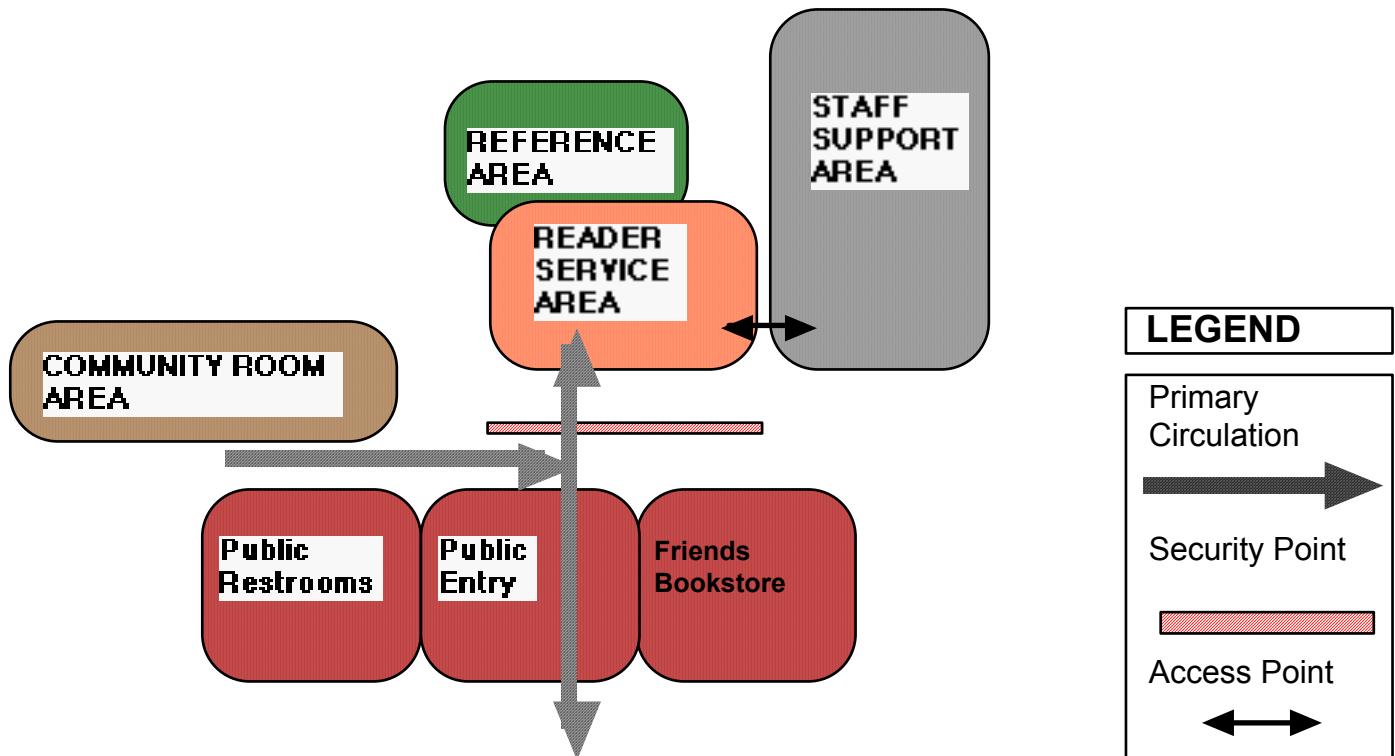
q. Listing of Required Furniture and Equipment

AREA	FURNITURE		EQUIPMENT	
	ITEM	NO.	ITEM	NO.
Entry/Comm. Services				
			Bulletin Board	1
			Display System/Local Exhibits	16LF
			Book Theft Det. System	1
			Security Gate	1

Individual Space Description

Section: **Entry/Community Services (Cont.)**

Space Adjacencies Diagram:



6.3 Individual Space Description

Section: Reader Service Area

Operational and Design Objectives

The Reader Service Area includes the circulation counter and work area, sorting area, Public Access Computers (PAC), reference area and photocopy area. This area houses staff work areas and customer service functions, and includes equipment which is central to library operations. The design and location of this area should facilitate visual observation of all major areas of the branch. The Circulation counter shall be designed to allow ease of user flow around the perimeter of the counter/desk area while staff is assisting patrons. The Reference Area shall be integral with the circulation counter and work area. The circulation counter shall be integrated in the design of the Public Entry as a single unit and shall accommodate a staff of three adjacent to the staff support area.

The sorting shelf area shall be located near the circulation counter and be accessible only to staff. Adjacent to this sorting area space should be provided to accommodate a rolling book cart for distribution of “hot release” book titles. This “hot release” cart is intended to reduce the handling of books back to the permanent stack areas. The photocopy area shall be located near the circulation counter. This space consists of two photocopiers and one cash register with an adjacent storage rack.

Public Access Computer (PAC) terminals shall be accessible to people with disabilities.

a. Assignable Square Footage

Total assignable area is 1,050 SF.

b. Occupancy by Staff and Patrons

OCCUPANCY

	LOW	HIGH	AVG.	SEATS	COLLECTIONS
PUBLIC	0	16	3	16	80 returns
STAFF	0	3	2	3	

c. Type and Size of Collections

<u>Collection</u>	<u>Volumes</u>	<u>Factor</u>	<u>No. 7-Shelf SFU</u>
Sorting Shelves	336	168	02.00
Reference	840	168	05.00
Total			07.00

d. Functional Activity Description

At the circulation counter, staff shall perform record keeping operations, book sorting, reference services and be able to move freely from one function to another. Twelve (12) PAC stations will

be utilized by library patrons; six (6) of these stations are included in the Homework Center joint venture program between the library and school district.

e. Spatial Relationships

See the following Space Adjacencies Diagram.

f. Flexibility and Expandability

The functions accommodated here are subject to high use and should, therefore, be designed and constructed for durability and function. Finishes should be non-glare. While the circulation desk area itself is likely to remain unchanged over time (with the exception of changing technologies), provisions should be made for rearrangement of PAC terminal configurations.

g. Fenestration

No natural daylighting is required in this area. If it is introduced, care should be taken to avoid glare from desk surfaces and on computer screens.

h. Space Finishes

FLOOR

Carpet

SPACES

Circulation Counter & Work Area, Printer/Photocopy Area and Public Access Computer Area.

BASE

Rubber Cove

Circulation Counter & Work Area, Printer/Photocopy Area and Public Access Computer Area.

WALLS

GWB & Paint

Circulation Counter & Work Area, Printer/Photocopy Area, Reference Area and Public Access Computer Area.

Corner guards/
Wall guard rails

Circulation Counter & Work Area, Printer/Photocopy Area, Reference Area and Public Access Computer Area.

CEILING

GWB & Paint

Circulation Counter & Work Area, Printer/Photocopy Area, Reference Area and Public Access Computer Area.

i. Access for the Disabled

All areas of the building shall be accessible for the blind and physically handicapped.

j. Acoustics

Conversations between staff and library patrons will occur at the circulation desk. Noise absorption devices should be employed. Some conversation will occur at PAC carrels; this should be considered in the design of the carrels.

k. Environmental Conditions (HVAC)

Thermostat	1 at open area (with locking cover). All other spaces as required for system control with County approval.
------------	---

Consider separate HVAC controls for area behind circulation desk.

l. Illumination

- | | |
|----------------------|---|
| - Emergency lighting | All areas per code. |
| - Lighting | Two level lighting at Circulation Counter & Work Area, Photocopy Area, and Public Access Computer Area. |

Provide 70 footcandles of light at circulation desk surface. Lighting at PAC terminals should not produce glare on terminal screens. No exterior fenestration is required for this area, but a view from the circulation desk to the exterior at the building entry is encouraged.

m. Power, Data, and Audiovisual Communications Requirements

Circulation desk shall have power for a circulation terminal, light wand and printers.

Telephone jacks *	Telephone jacks are to be located adjacent to power. 3 at Circulation Counter and Work Area. 12 at Public Access Computer Area.
Data jacks	Provided in same 4 x 4 gang box with telephone jacks.
Power	12 duplex receptacles at Public Access Computer Area. 1 dedicated circuit for photocopier in Photocopy Area. 5 duplex receptacles at Circulation Counter and Work Area.

- * The Telephone/Data box shall be a metal 4x4 deep box with a single gang plaster ring. The box shall have one 3/4" conduit from the box to the area above the ceiling. All Telephone/Data boxes to be located next to electrical outlets.

n. Security Requirements

Provide a book theft detection system.

o. Visual Supervision

The circulation desk should be situated in such a manner that staff has visual contact with as much of the library as possible.

p. Signs

“Checkout”
 “Book Return”
 “Registration”
 “Public Access Computers”
 “Reference”
 “Employees Only”

q. Listing of Required Furniture and Equipment

AREA	FURNITURE		EQUIPMENT	
	ITEM	NO.	ITEM	NO.
Reader Services	Computer Carrel	8	Computer	8
	Computer Carrel (Tutorial)	4	Computer	4
	Posture Chair	16		
	Posture Stool	3	Computer	3
	Sorting Shelf	4	Cash Register	1
			B/W Printer	1
			Color Printer	1
			Telephone	3
	Non-circulating Ref		84” SFU	3
			Public Copier	1

Built-in Casework

SPACES

CIRCULATION COUNTER AND WORK AREA

- Built-in

30’ long custom casework 24 inches deep with counter top (34” wide & 36” high). Public side of casework shall be enhanced design, the rear staff side of casework shall be open storage adjustable shelving with 4 - file/box drawers units 18 inches wide, plus 1 cash drawer. Storage casework, 4- units at 42” high x 10” deep with shelving at 12” o.c. 6 feet in length. Public accessible side to provide ADA compliant transaction counter section and space to accommodate “hot release” carts.

PRINTER AREA

- Built-in

Provide lower unit cabinet, 8 feet long with shelving and doors. Provide area for two printers and one cash register with an adjacent document storage rack and fax machine.

PUBLIC COPIER AREA

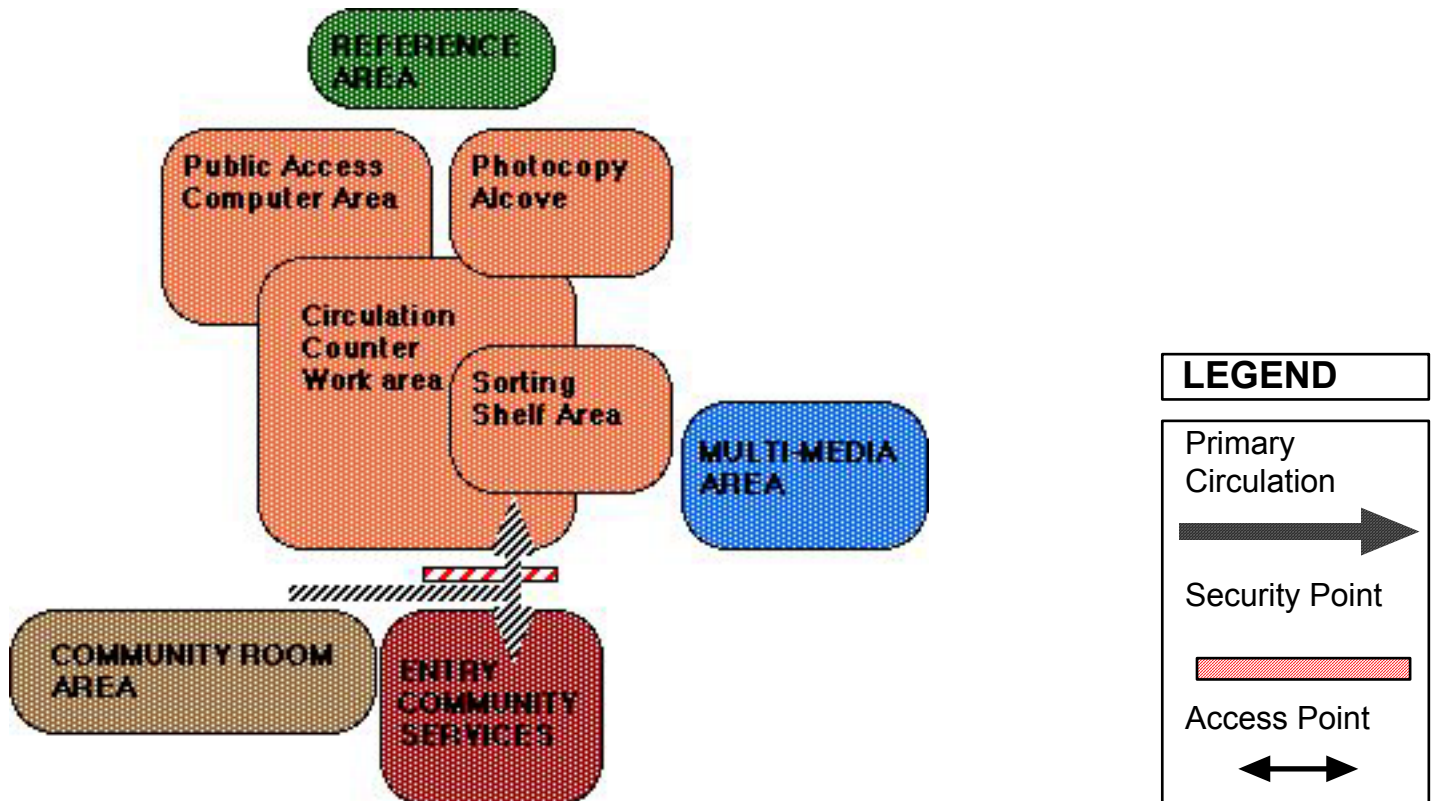
Built-in

Provide lower unit cabinet, 8 feet long with shelving and doors. Provide space for one (1) photocopier.

Individual Space Description

Section: **Reader Service Area (Cont.)**

Space Adjacencies Diagram:



6.4 Individual Space Description
Section: Informal Reading/Special Features

Operational and Design Objectives

The Informal Reading/Special Features is an area for collections and services of the library. The Informal Reading area is for leisure reading or study.

The Display and Slant Shelving Area should be located in a prominent area of the library, which allows flexibility in its layout. This area should be located near the Current Periodical Area and Informal Reading area. Materials to be displayed include hardback books, paper books, magazines and pamphlets.

The Current Periodical Area is a popular collection for informational and recreational reading. current magazines are located on slant shelving. The slant shelves should be either “flip up” or else have a flat horizontal shelf underneath for storage of limited back files.

The Reader’s Express Area is a collection of new books available for short-term check-out.

a. Assignable Square Footage

Total assignable area is 612 SF.

b. Occupancy by Staff and Patrons

OCCUPANCY

	LOW	HIGH	AVG.	SEATS	COLLECTIONS
PUBLIC	0	8	3	4	See below
STAFF	0	1	0	0	

c. Type and Size of Collections

<u>Collection</u>	<u>Volumes</u>	<u>Factor</u>	<u>No. 7-Shelf SFU</u>
Magazines	64		
Pamphlets	0		
Puppets			
Special Collections			
Total			02.15

d. Functional Activity Description

The Informal Reading/Special Features area should allow for the public to utilize this area without impacting other service areas. This area should provide a quiet place so that patrons can enjoy selected library materials. The Informal Reading area should be placed so it can take advantage of natural light.

e. Spatial Relationships

See the following Space Adjacencies Diagram.

f. Flexibility and Expandability

This area should be flexible to accommodate various seating configurations and furniture set-ups to accommodate the Family Literacy Program.

g. Fenestration

The area should take advantage of views to the exterior.

h. Space Finishes

FLOOR

Carpet

SPACES

Paperback Area, Informal Reading and Nooks, Current Periodical Area and Display & Slant Shelving.

BASE

Wood

Paperback Area, Informal Reading and Nooks, Current Periodical Area and Display & Slant Shelving.

WALLS

GWB & Paint

Paperback Area, Informal Reading and Nooks, Current Periodical Area and Display & Slant Shelving.

CEILING

Acoustic Tile

GWB & Paint

Paperback Area, Informal Reading and Nooks, Current Periodical Area and Display & Slant Shelving.

i. Access for the Disabled

All areas of the library shall be accessible for the blind and physically handicapped.

j. Acoustics

The Informal Reading/Special Features area will likely be a quiet area. Lounge chair fabrics and wall treatments should be selected to encourage sound absorption.

k. Environmental Conditions (HVAC)

Thermostat

1 at open area (with locking cover).

All other spaces as required for system control with County approval.

l. Illumination

Provide 50 footcandles of ambient light at reading height. Indirect natural light is desirable, as are views to the exterior.

Emergency lighting All areas per code.

Lighting Two level lighting.

m. Power, Data, and Audiovisual Communications Requirements

Power All areas per code.

n. Security Requirements

o. Visual Supervision

The staff at the Circulation desk and/or Information/Reference counter should be able to easily view activities in this area.

p. Signs

“Quiet Please”
“Reader Express”
“Periodicals”
“Special Collections”

q. Listing of Required Furniture and Equipment

AREA	FURNITURE		EQUIPMENT	
	ITEM	NO.	ITEM	NO.

InformalReading	Lounge Chairs	4	Telephone	1
	Occasional Table	2		

Built-in Casework

SPECIALTY SHELVING

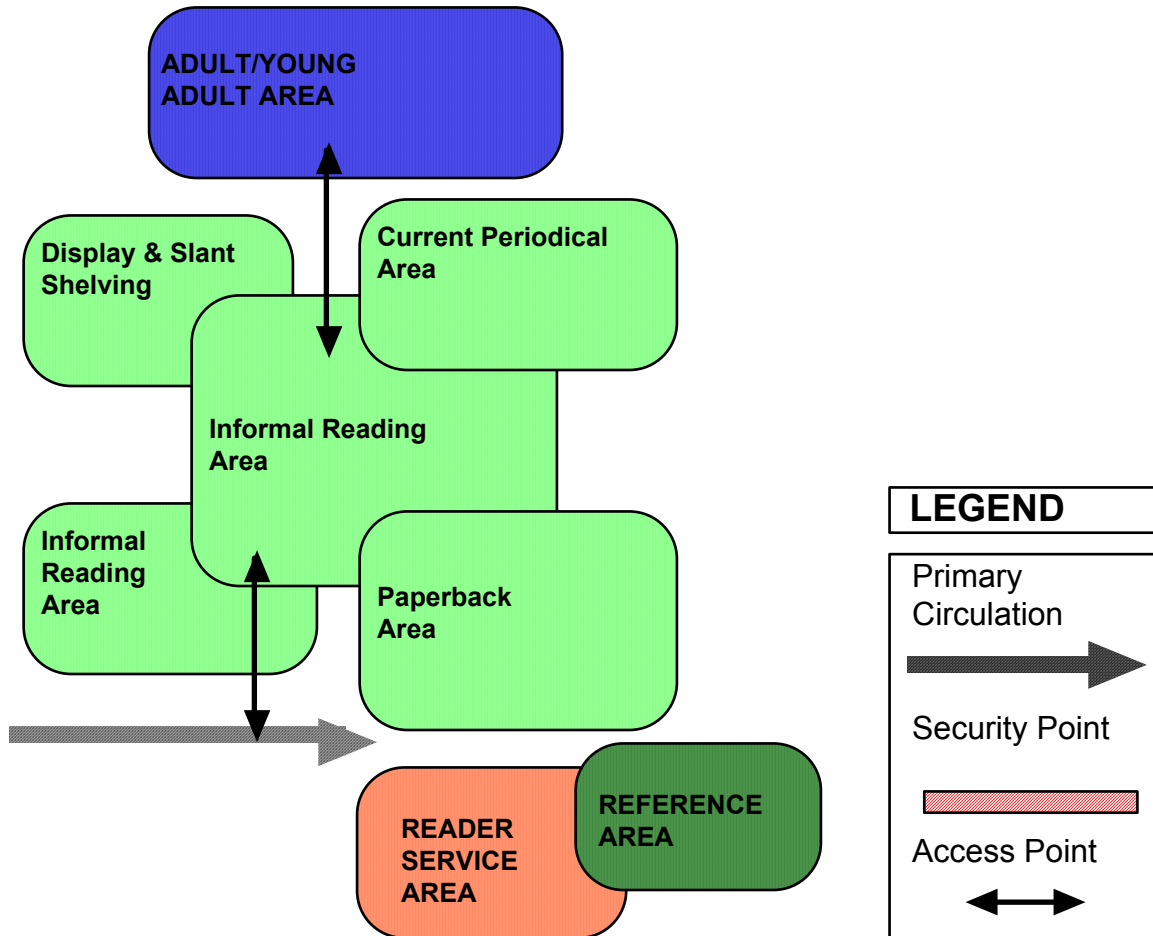
Built-in

Provide 30 lineal feet of built-in shelving, six shelves high for display of special collections.

Individual Space Description

Section: Informal Reading/Special Features (Cont.)

Space Adjacencies Diagram:



6.5 Individual Space Description
Section: Reference Area

Operational and Design Objectives

The Reference Area consists of a Reference Book Stack Area a non-circulating reference stack area, study area and Public Access Computers (PAC). The Reference Desk shall be an operational part of the circulation desk area. Reference book shelving units should be provided adjacent to the Reference Area.

a. Assignable Square Footage

Total assignable area is 612 SF.

b. Occupancy by Staff and Patrons

OCCUPANCY

	LOW	HIGH	AVG.	SEATS	COLLECTIONS
PUBLIC	2	12	6	12	see below
STAFF	0	1	0	0	

c. Type and Size of Collections

<u>Collection</u>	<u>Volumes</u>	<u>Factor</u>	<u>No. 7-Shelf SFU</u>
Reference Adult	774	168	04.60
YA Reference	2	168	00.00
Juvenile Reference	598	168	03.56
Total			08.16*

* Assume 25% of collection is non-circulating.

d. Functional Activity Description

The Reference Area shall have reference books in shelving units. Non-circulating volumes should be shelved behind the circulation desk. . The On-line Reference Area requires two computer terminals to access computerized databases and the Internet.

e. Spatial Relationships

See the following Space Adjacencies Diagram.

f. Flexibility and Expandability

This area should be designed to be highly flexible for future rearrangements, with flexibility in power and cable arrangements a high priority.

g. Fenestration

Place computer terminals at right angles to any sources of natural daylight.

h. Space Finishes

FLOOR

Carpet

SPACES

Reference Book Stack Area, Reference Public Access Computer (PAC) stations.

BASE

Rubber

Reference Book Stack Area.

GWB & Paint

Reference Public Access Computer (PAC) Station.

WALLS

GWB & Paint

Reference Book Stack Area, Reference Public Access Computer (PAC) Station.

CEILING

Acoustic tile

GWB & Paint

Reference Book Stack Area, Reference Public Access Computer (PAC) Station.

i. Access for the Disabled

All areas of the building shall be accessible to the blind and physically handicapped.

j. Acoustics

The area will likely be a quiet study area. Absorptive fabrics and wall treatments should be utilized.

k. Environmental Conditions (HVAC)

HVAC systems should be able to handle heat-build-up from equipment without creating drafts in patron seating areas.

l. Illumination

Provide 50 footcandles of ambient light at task level . All lighting to be directed in such a manner as to avoid causing glare conditions computer terminals. Area between stacks should be illuminated to provide 30 footcandles illumination at floor level. Natural daylighting is encouraged in the study area.

Emergency lighting

All areas per code.

Lighting

Two level lighting at all areas.

m. Power, Data, and Audiovisual Communications Requirements

- Telephone jacks * Telephone jacks are to be located adjacent to power.
2 at Public Access Computer Area.
- Data jacks Provided in same 4 x 4 gang box with telephone jacks.
- Power 2 duplex receptacles at Public Access Computer Area.

* The Telephone/Data box shall be a metal 4x4 deep box with a single gang plaster ring. The box shall have one 3/4" conduit from the box to the area above the ceiling. All Telephone/Data boxes to be located next to electrical outlets.

n. Security Requirements

Staff should have ready access from the circulation desk to the reference area in order to assist patrons in their research/study activities.

o. Visual Supervision

The Desk should be located in an area that allows the staff to view the reference areas.

p. Signs

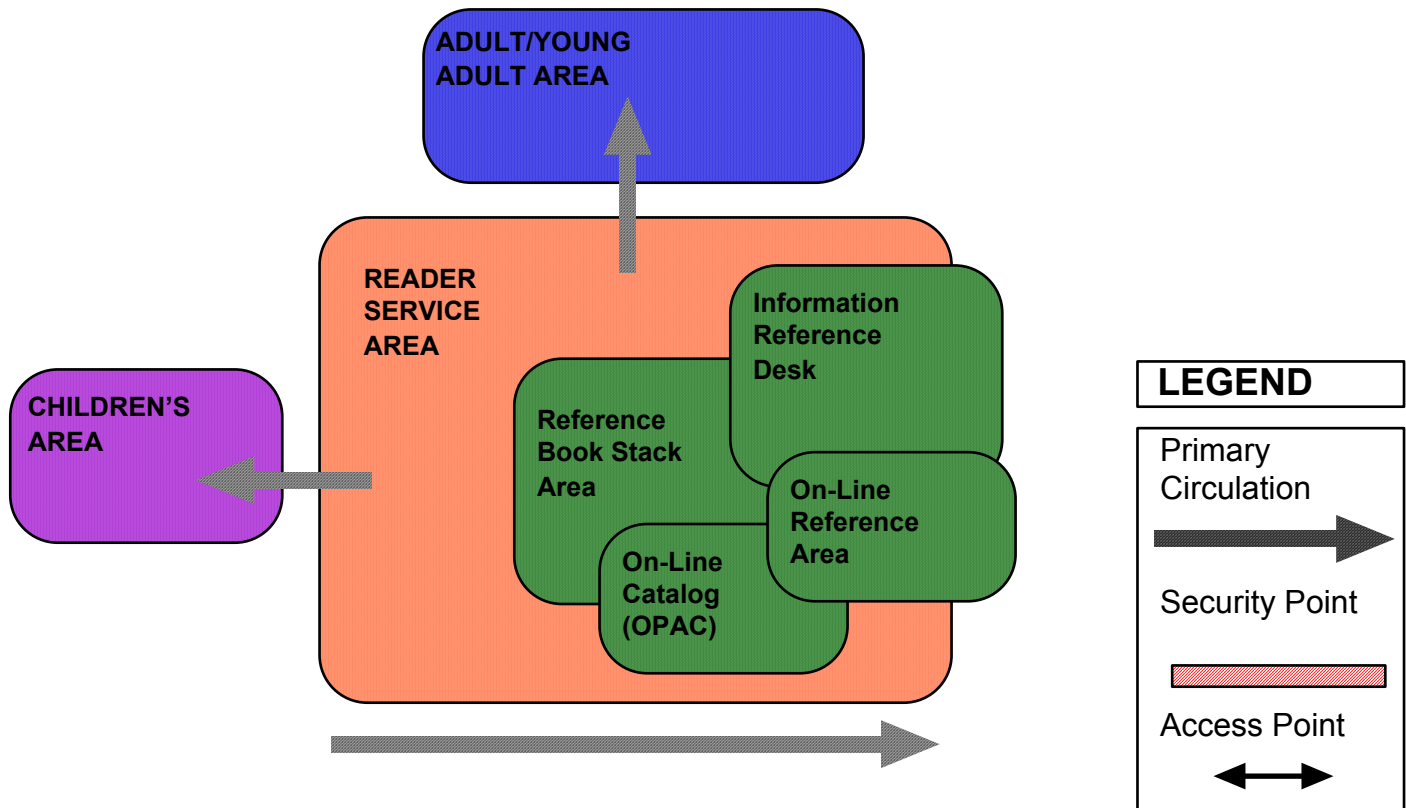
"Adult Reference"
 "Young Adult Reference"
 "Juvenile Reference"

q. Listing of Required Furniture and Equipment

AREA	FURNITURE		EQUIPMENT	
	ITEM	NO.	ITEM	NO.
Reference Area	Reference Table 3060	2		
	Reference Chair	8		
	Computer Carrel	2	Computer	2
	Posture Chair	2	84" SFU	3
Local History Area	Lounge Chair	2	84" SFU	2
	Occasional Table	1		

Individual Space Description
Section: Reference Area (Cont.)

Space Adjacencies Diagram:



6.6 **Individual Space Description**

Section: Multi-Media Area

Operational and Design Objectives

The Multi-Media Area consists of Compact Disc, Cassette and Video Storage. This area provides space for patrons to select CD/Cassette/Video titles from storage racks to check out for use at home. This Area should be located near the Reference Area and circulation desk.

a. Assignable Square Footage

The total assignable area is 288 SF.

b. Occupancy by Staff and Patrons

OCCUPANCY

	LOW	HIGH	AVG.	SEATS	COLLECTIONS
PUBLIC	2	8	4	0	see below
STAFF	0	1	0	0	

c. Type and Size of Collections

<u>Collection</u>	<u>Volumes</u>	<u>Factor</u>	<u>No. 6-Shelf SFU</u>
Adult Audio Cassette	2,186	270	08.09
YA Audio Cassette	2	270	00.00
Juvenile Audio Cassette	253	270	00.93
Language Cassette	27	270	00.10
Adult Video	2,677	270	09.92
YA Video	0	270	00.00
Juvenile Video	374	270	01.39
Adult DVD	123	270	00.46
YA DVD	0		
Juvenile DVD	18	270	00.07
Adult CD	826	270	03.06
YA CD	0		
Juvenile CD	114	270	00.42
Total			24.44

d. Functional Activity Description

The Video and Compact Disc Storage Areas should allow for browsing the collection.

e. Spatial Relationships

See the following Space Adjacencies Diagram.

f. Flexibility and Expandability

This area is likely to be rearranged in the future and should be flexible enough to accommodate changing collection size and media formats.

g. Fenestration

Natural lighting is not a requirement in this area. Special artificial lighting might be utilized to highlight this area and draw patrons to it.

h. Space Finishes

FLOOR

Carpet

SPACES

Storage areas.

BASE

Wood

Storage areas.

WALLS

GWB & Paint

Storage areas.

CEILING

GWB & Paint

Storage areas.

i. Access for the Disabled

All areas of the building shall be accessible to the blind and physically handicapped.

j. Acoustics

No special considerations.

k. Environmental Conditions (HVAC)

Thermostat

Controlled by adjacent area thermostat.

l. Illumination

Provide 30 footcandles of illumination at floor level between stacks. Exterior natural light is not required in this area.

Emergency lighting

All areas per code.

Lighting

Multi-switched level lighting.

m. Power, Data, and Audiovisual Communications Requirements

- Telephone jacks * 1 at Compact Disc and Video Storage Areas.
- Data jacks Provided in same 4 x 4 gang box with telephone jacks.
- Power 1 at Compact Disc and Video Storage Areas.

* The Telephone/Data box that shall be installed, shall be a metal 4x4 deep box with a single gang plaster ring. The box shall have one 3/4" conduit from the box to the area above the ceiling. All Telephone/Data boxes to be located next to electrical outlets.

n. Security Requirements

Primary security for this area is visual supervision.

o. Visual Supervision

The Video and Compact Disc Storage Areas should be adjacent to and visible from the Circulation/Reader Service Area desk.

p. Signs

"Multi-Media Collections"
"Audio"
"Video"
"DVD"
"Language Cassettes"

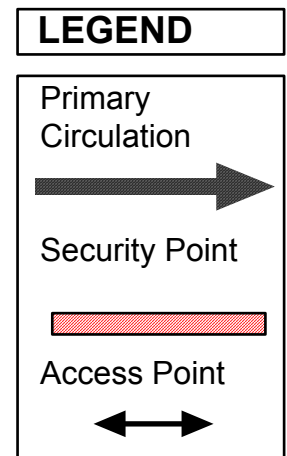
q. Listing of Required Furniture and Equipment

AREA	FURNITURE		EQUIPMENT	
	ITEM	NO.	ITEM	NO.
Multi-Media Area			84" SFU	16

Individual Space Description

Section: Multi-Media Area (Cont.)

Space Adjacencies Diagram:



6.7 Individual Space Description
Section: Adult/Young Adult Area

Operational and Design Objectives

The Adult/Young Adult Area consists of Integrated Circulating Book Stacks (Adult & Young Adult Book Collection), Adult Table Seating/Lounge Seating/Carrel Seating and Young Adult Seating. The Young Adult Area should be located near the Circulation/Reference counter. This area provides a transition between the Children's Area and the Adult Service Area. It should be at a point that is convenient and attractive for the older children and young adults.

The Integrated Circulating Book Stacks should not be designed as a grouped storage area or a confusing series of continuous alcoves. The layout should provide flexibility to change the shelving units from conventional to display units. Bookends should be a part of the shelving system and accommodate various sizes of materials. An indirect clear view of the reading spaces within this area should be provided from the Circulation/Reference counter. Quick-use stools should be provided at some shelves within the stacks. Shelves must be arranged to allow interpretation of catalog number direction with adjustable lettering and "drop in slots" shall be provided at the end of stack sections.

Children's non-fiction collections will be interfiled with Adult and Young Adult non-fiction collections.

a. Assignable Square Footage

The seating spaces shall be provided with power, data, communication and task lighting. Table and lounge seating should be provided for both Adult and Young Adult patrons. Provide two (2) Study Rooms for general patron use and for incorporation into the Homework Center joint venture Program.

b. Occupancy by Staff and Patrons

OCCUPANCY

	LOW	HIGH	AVG.	SEATS	COLLECTIONS
PUBLIC	4	40	20	34	see below
STAFF	0	2	0	0	

c. Type and Size of Collections

<u>Collection</u>	<u>Volumes</u>	<u>Factor</u>	<u>No. 6-Shelf SFU</u>
Adult Books	14,923	168	88.83
YA Books	523	168	03.11
Reader Express	96	168	00.57

NOTE: Children's non-fiction collection is interfiled with Adult and YA non-fiction collections.

Total **92.51**

Adult Paperbacks	2,862	220	13.01
YA Paperbacks	5	220	00.00

Total

13.01

NOTE: YA Paperbacks and Adult Paperbacks and YA Paperbacks are interfiled with Juvenile Paperbacks.

d. Functional Activity Description

This department houses the general book collection for the library and should be located near the reference section and PAC stations. Circulation paths through the area should provide maximum accessibility to the collections for patrons and staff. A clear division between fiction and non-fiction items should be provided.

e. Spatial Relationships

See the following Space Adjacencies Diagram.

f. Flexibility and Expandability

The space should be open and flexible and columns should be kept to a minimum. Required columns and other structural support items should be integrated into the bookstack module. Collections in this department will grow over the years; building expansion should be considered as a realistic option in this department.

g. Fenestration

Filtered natural daylighting is desirable in the seating areas.

h. Space Finishes

FLOOR

Carpet

SPACES

Integrated Circulating Book Stacks, Table/Lounge/Carrel Seating, Young Adult Study Rooms, Young Adult Seating and Adult Book Collection.

BASE

Wood

Integrated Circulating Book Stacks, Table/Lounge/Carrel Seating, Young Adult Study Rooms, Young Adult Seating and Adult Book Collection.

WALLS

GWB & Paint

Integrated Circulating Book Stacks, Table/Lounge/Carrel Seating, Young Adult Study Rooms, Young Adult Seating and Adult Book Collection.

CEILING

Acoustic Tile

GWB & Paint

Integrated Circulating Book Stacks, Table/Lounge/Carrel Seating, Young Adult Study Rooms, Young Adult Seating and Adult Book Collection.

i. Access for the Disabled

All areas of the building are to be accessible to the blind and physically handicapped.

j. Acoustics

The Young Adult area is likely to be somewhat noisy, particularly during homework center operations. Utilize sound absorptive materials and wall treatments where possible.

k. Environmental Conditions (HVAC)

Thermostat	2 at open area (with locking cover). All other spaces as required for system control with County approval.
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l. Illumination

Provide 50 footcandles of light at task level and 30 footcandles of illumination at floor level in the stack area . All lighting to be directed in such a manner as to avoid causing glare conditions.

Emergency lighting	All areas per code.
--------------------	---------------------

Lighting	Multi-switched level lighting, light sensor in Young Adult Study Room. Two level lighting in Integrated Circulation Book Stacks, Young Adult Seating, Adult Table, Lounge, Carrel Seating, and Young Adult Book Collection.
----------	--

m. Power, Data, and Audiovisual Communications Requirements

- | | |
|---------------------|--|
| ○ Telephone jacks * | Telephone jacks to be located adjacent to power.
1 each in Study Rooms |
| ○ Data jacks | Provided in same 4 x 4 gang box with telephone jacks.
1 each in Study Rooms |
| ○ Power | All areas per code. |

* The Telephone/Data box shall be a metal 4x4 deep box with a single gang plaster ring. The box shall have one 3/4" conduit from the box to the area above the ceiling. All Telephone/Data boxes to be located next to electrical outlets.

n. Security Requirements

This space will be supervised by the staff of the reference and circulation departments.

o. Visual Supervision

The size of this collection may preclude alignment of all shelving units to provide direct visual supervision by staff; however, every attempt should be made to maximize this visual assessability.

p. Signs

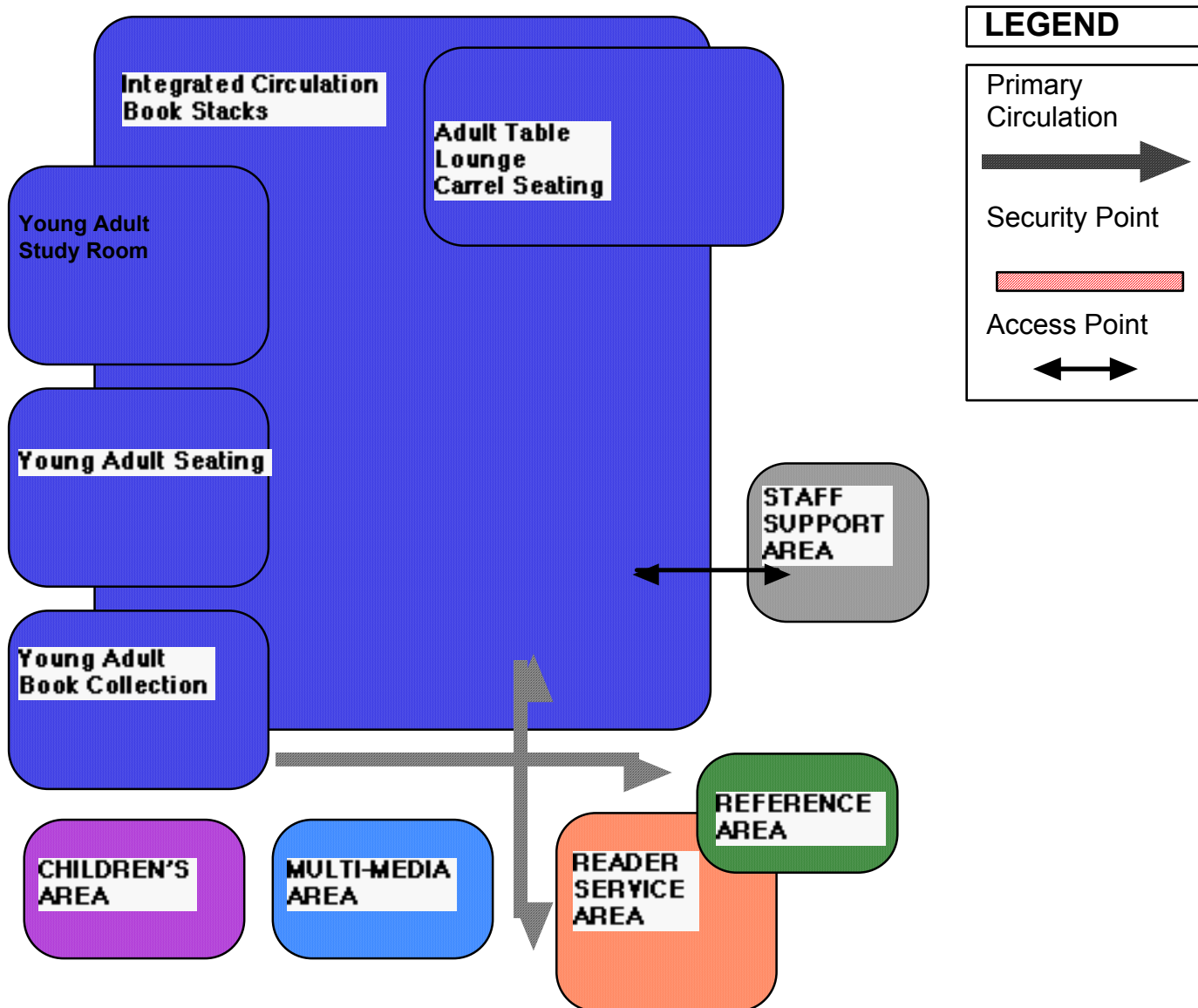
“Adult Fiction”
 “Young Adult Fiction”
 “Adult Non-Fiction”
 “Young Adult Non-fiction”
 “Juvenile Non-fiction”

q. Listing of Required Furniture and Equipment

AREA	FURNITURE		EQUIPMENT	
	ITEM	NO.	ITEM	NO.
Adult/ Young Adult Area				
	Reference Table 3060	4	84” SFU (Non-Fiction)	60
	Reference Chair	8	84” SFU (Fiction)	44
	Reference Table 3072	1		
	Reference Chair	6		
	YA Lounge Chair	2		
	YA Occasional Table	1		
	YA Study Table 3084	2		
	YA Study Chairs	12		

Individual Space Description
Section: **Adult/Young Area (Cont.)**

Space Adjacencies Diagram:



6.8 **Individual Space Description**

Section: Children's Area

Operational and Design Objectives

The Children's Area consists of a Children's Special Environment, Public Access Computers (PAC), Book Stack Area, Picture Book Area, Periodicals & Back files, Miscellaneous Storage Area, Table/Lounge/Nook/Carrel Seating, and Homework Center. This area shall be warm and inviting with accessibility from the Public Entry without passing through the Adult Service Area. It should be visually and acoustically separated from the Adult Service Area.

The Children's Special Environment is a creative space that should be designed for a learning atmosphere.

The seating areas shall provide for a mixture of a variable height tables, with some at full size. The seating should not be concentrated all in one area and must be easily supervised from the Staff Desk.

a. Assignable Square Footage

The total assignable area is 1,212 SF.

b. Occupancy by Staff and Patrons

OCCUPANCY

	LOW	HIGH	AVG.	SEATS	COLLECTIONS
PUBLIC	4	22	10	22	see below
STAFF	0	2	0	0	

c. Type and Size of Collections

<u>Collection</u>	<u>Volumes</u>	<u>Factor</u>	<u>No. 7-Shelf SFU</u>
Juvenile Book (fiction)	2,676	168	15.93
Juvenile Picture Book	1,345	270	04.98

Total	20.91
--------------	--------------

NOTE: For 42" high, 3-shelf units use:	49.00
--	--------------

Juvenile Book (non-fiction)	4,380	168	26.07
-----------------------------	-------	-----	-------

Total	26.07
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NOTE: Juvenile Books (non-fiction) are interfiled with YA Books (non-fiction) and Adult Books (non-fiction).

Juvenile Paperbacks	710	220	03.23.
---------------------	-----	-----	--------

Total

03.23

NOTE: Juvenile Paperbacks are interfiled with YA Paperbacks and Adult Paperbacks.

d. Functional Activity Description

Individuals as well as groups for leisure reading, pursuit of special interests and hobbies and as a resource area for school assignments, will use the Children's Area. In addition to children, adults will be using this area for reference. Six (6) PAC stations are included in the area, with three (3) stations earmarked for the joint venture Homework Center program.

e. Spatial Relationships

See the following Space Adjacencies Diagram.

f. Flexibility and Expandability

This space houses all of the juvenile book collections. Audio-visual materials for children are housed in the Multi-Media Area. Interaction between staff and parents will seek to help children find materials and develop an interest in reading and learning.

g. Fenestration

Views of the exterior are desirable from the Children's area. Care should be taken to avoid glare on equipment and work surfaces.

h. Space Finishes

FLOOR

Carpet

SPACES

Children's Special Environment, Book Stack Area, Picture Books, Audio and Video Storage Areas, Paperback Area, Periodicals & back files, Miscellaneous Storage Area, Table Seating, Lounge Seating, Nook Seating, Carrel Seating and Homework Center.

BASE

Wood

Children's Special Environment, Book Stack Area, Picture Books, Audio and Video Storage Areas, Paperback Area, Periodicals & back files, Miscellaneous Storage Area, Table Seating, Lounge Seating, Nook Seating, Carrel Seating and Homework Center.

WALLS

GWB & Paint

Children's Special Environment, Book Stack Area, Picture Books, Audio and Video Storage Areas, Paperback Area, Periodicals & back files, Miscellaneous Storage Area, Table Seating, Lounge Seating, Nook Seating, Carrel Seating and Homework Center

CEILING

Acoustic tile

GWB & Paint

Children's Special Environment, Staff Desk Area, Book Stack Area, Picture Books, Audio and Video Storage Areas, Paperback Area,

Periodicals & back files, Miscellaneous Storage Area, Table Seating, Lounge Seating, Nook Seating, Carrel Seating, Homework Center, and On-line Public Access Catalog.

i. Access for the Disabled

All areas of the building shall be accessible to the blind and physically handicapped.

j. Acoustics

With special programs and homework center activities, the Children's Area is likely to be a source of moderate noise in the facility. Care should be taken to acoustically isolate this area from other areas of the facility.

k. Environmental Conditions (HVAC)

Special care should be taken to avoid drafts in this area. Children's programs will require buffering of noise from mechanical equipment.

l. Illumination

Provide 50 footcandles of ambient light at task level and 30 footcandles of illumination at floor level in the stack area. All lighting to be directed in such a manner as to avoid causing glare conditions on computer terminals.

Emergency lighting All areas per code.

Lighting Two level lighting in all areas.

m. Power, Data, and Audiovisual Communications Requirements

Provide connections to local power, telephone and data systems for six (6) PAC stations.

- Telephone jacks * Telephone jacks to be located adjacent to power.
7 at Public Access Computers (Homework Center) and Children's Special Environment.
- Data jacks Provided in same 4 x 4 gang box with telephone jacks.
- Power 2 duplex receptacles at Program Area.
7 duplex receptacles at Public Access Computers (Homework Center) and Children's Special Environment.

- * The Telephone/Data box that shall be installed, shall be a metal x4 deep box with a single gang plaster ring. The box shall have one 3/4" conduit from the box to the area above the ceiling. All Telephone/Data boxes to be located next to electrical outlets.

n. Security Requirements

Provide shelving heights that allow visual supervision of the Children's area.

o. Visual Supervision

The circulation desk should be able to view the Children’s Area.

p. Signs

“Juvenile Fiction”
“Juvenile Picture Books”

q. Listing of Required Furniture and Equipment

AREA	FURNITURE		EQUIPMENT	
	ITEM	NO.	ITEM	NO.
Children’s Area	Study Table 42R	2		
	Juvenile Chair	8		
	Computer Carrel (Tutorial)	6	Computer	6
	Posture Chair	12		
	Lounge Chair	2	42” SFU	20
	Occasional Table	2	84” SFU	21

Individual Space Description

Section: Children's Area (Cont.)

Space Adjacencies Diagram:

LEGEND

Primary
Circulation



Security Point



Access Point



6.9 Individual Space Description

Section: Staff Support Area

Operational and Design Objectives

The Staff Support Area consists of Work Room, Staff Lounge/Break Room, Staff Restroom, Janitor Closet, Temporary Storage, Mechanical/Electrical Closet, Telecommunications Closet, Shipping and Receiving. The Staff Support Area serves as support spaces for the library and its functions and shall be accessible directly from public areas near the Circulation desk.

The Friends' Bookstore/Work Area should be a separate room containing shelf storage space for the Friends Book Sales. This space should be accessible from the Entry/Community Services Area

a. Assignable Square Footage

Total assignable area is 1,104 SF.

b. Occupancy by Staff and Patrons

OCCUPANCY

	LOW	HIGH	AVG.	SEATS	COLLECTIONS
PUBLIC	1	3	2	3	NA
STAFF	1	4	3	7	

c. Type and Size of Collections

Not applicable.

d. Functional Activity Description

The Work Room is a space where staff processes books and other items that are received from the central branch. Sorting, minor mending of books, typing and filing occur at the workstations. This room provides storage for a variety of materials, including paper and office supplies, special holiday book collections not kept on regular shelves throughout the year, special display materials, poster paper and art supplies for making displays, small equipment items, etc.

The Staff Lounge/Break Room are for staff convenience and amenity.

e. Spatial Relationships

See the following Space Adjacencies Diagram.

f. Flexibility and Expandability

The space should be flexible to accommodate visiting librarians and staff as well as the public.

- g. Fenestration**
Natural daylighting is desirable but not required.

h. Space Finishes

FLOOR

Carpet

SPACES

Librarian's Office

Tile

Staff Restroom

VCT

Shipping and Receiving, Work Room, Lunch Room, Janitor Closet, Temporary Storage, Mechanical/Electrical Spaces and Telecommunications Closets.

BASE

Rubber

Librarian's Office, Shipping and Receiving, Work Room, Lunch Room, Janitor Closet, Temporary Storage, Mechanical/Electrical Spaces and Telecommunications Closets.

Tile

Staff Restroom.

WALLS

Tile

Staff Restroom. (+72" AFF.)

ACX Plywood

Full-height Telecommunications Closet.

GWB & Paint

Librarian's Office, Shipping and Receiving (+48"), Lunch Room, Work Room, Lunch Room, Janitor Closet, Temporary Storage, Mechanical/Electrical Spaces and Telecommunications Closets, Rest Room.

CEILING

Acoustic tile

Librarian's Office, Work Room, Lunch Room, Janitor Closet, Temporary Storage.

GWB & Paint

Restroom.

Exposed to Structure

Mechanical/Electrical Spaces and Telecommunications Closets.

i. Access for the Disabled

All areas of the building are to be accessible to the blind and physically handicapped.

j. Acoustics

Noise generation potential is moderate. Area should be acoustically separated from other library public functions.

k. Environmental Conditions (HVAC)

Thermostat 1 at Staff Lounge/Break Room (with locking Cover).1 at Telecommunication Closets (with 24 operation required.)
1 in Librarian's Office
1 in other spaces as required for function.

l. Illumination

Provide 70 footcandles of light at sorting and binding areas and 50 footcandles of illumination at task level. All lighting to be directed in such a manner as to avoid causing glare conditions on computers

Emergency lighting All areas per code.

Lighting Auto-switched, light sensor in Work Room, Staff Lounge/Break Room, Staff Restroom, Janitor Closet, Temporary Storage, Mechanical/Electrical Spaces and Telecommunications Closets. Multi-switched level lighting, light sensor, in Librarian's Office.

m. Power, Data, and Audiovisual Communications Requirements

Provide connections to local power, telephone and data systems. Provide power and data for four (4) staff computers.

- Telephone jacks * Telephone jacks are to be located adjacent to power. (Typical)
3 at each work station.
1 at Staff Lunch Room.
3 in Librarian's Office
- Data jacks Provided in same 4 x 4 gang box with telephone jacks.
- CATV 2 at Librarian's Office.
1 at Staff Lounge/ Break Room.
- ISDN (Video teleconferencing) 1 at Librarian's Office.
- Power 1 GFI duplex receptacle at Janitor's Closet, Staff Restroom.
3 at each work station in Work Room (3 stations) (including one dedicated circuit for copier).
5 at Lunch Room (power sufficient for microwave and coffee maker/toaster).
3 in Librarian's Office and Work Room.
Special power/data and phone requirements for the Telecommunication Closets include outlets at + 8' – 0", isolated ground circuit and grounding availability.
2 in all other areas.

- * The Telephone/Data box that shall be installed, shall be a metal 4x4 deep box with a single gang plaster ring. The box shall have one 3/4" conduit from the box to the area above the ceiling. All Telephone/Data boxes to be located next to electrical outlets.

n. Security Requirements

These areas are within the secure area of the building for staff, support staff (maintenance) and employees only

o. Visual Supervision

Provide visual contact between staff work area and circulation desk in Reader Service area.

p. Signs

“Staff Work Area”
 “Employees Only”
 “Telephone/Communications”
 “Storage”
 “Maintenance”
 “Staff Toilet”
 ADA signage

q. Listing of Required Furniture and Equipment

AREA	FURNITURE		EQUIPMENT	
	ITEM	NO.	ITEM	NO.
Staff Support				
Area	Librarian II Desk	1	Computer	1
	Posture Chair	1	Photocopier (desk top)	1
	Conference Table 30R	1		
	Conference Chair	3	Telephone	1
	Lib. Tech Workstation	3	Computer 3	
	Posture Chair	3	Telephone	3
	Sorting Shelf		84" SFU	4
	Built-in Work Counter	8 LF		
	Built-in Upper Cabinets	8 LF		
	Expansion Work Counter	10 LF	Telephone /Data Jack	2
	Built-in Kitchen Counter	6 lf	Telephone	2
	Built-in Upper Cabinets	6 lf	Full-size Refrigerator	1
	Storage Shelf	1	Under-counter Refrigerator	1
	Staff Dining Table 3636	1	Microwave Oven	1
	Staff Dining Table 2424	1	Coffee Urn	1
	Staff Dining Chair	6	Bulletin Board	1

Built-in Casework

WORK ROOM

- Built-in

SPACES

Provide area for copier with associated power circuit.
Provide open upper unit cabinet, 12 feet long with shelving & one lower unit cabinet 18 feet long (Counter top with counter height receptacles and phone/data jack for fax machine and printer, and miscellaneous office machines) with doors, drawers and shelving.

LUNCH ROOM

- Built-in

Counter with closed cabinets above and below 10 feet long with stainless steel kitchen type single sink with hot and cold water, garbage disposal. (Provide space for microwave in upper cabinet unit ADA accessible, Owner furnish, Contractor installed).
Soap/towel dispenser near sink.

- Movable

Provide space for refrigerator/freezer and 6 small lockers,

**STAFF RESTROOM
(UNISEX)**

- Built-in

1 fixture and 1 lavatory with Soap/Towel and sanitary napkin dispenser.

JANITOR CLOSET

- Built-in

Shelving for housekeeping supplies for one month. Provide a deep mop sink with high water proof splash walls.
Soap/towel dispenser near mop sink.

- Movable

Provide space for a vacuum cleaner, buffing machine, janitor's cart, mop bucket and ladder.

TEMPORARY STORAGE

- Movable

Provide space for shelving unit. (Owner furnished, Contractor installed.)

SHIPPING AND RECEIVING

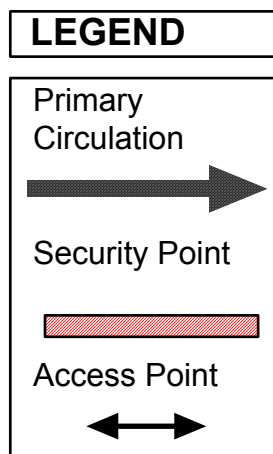
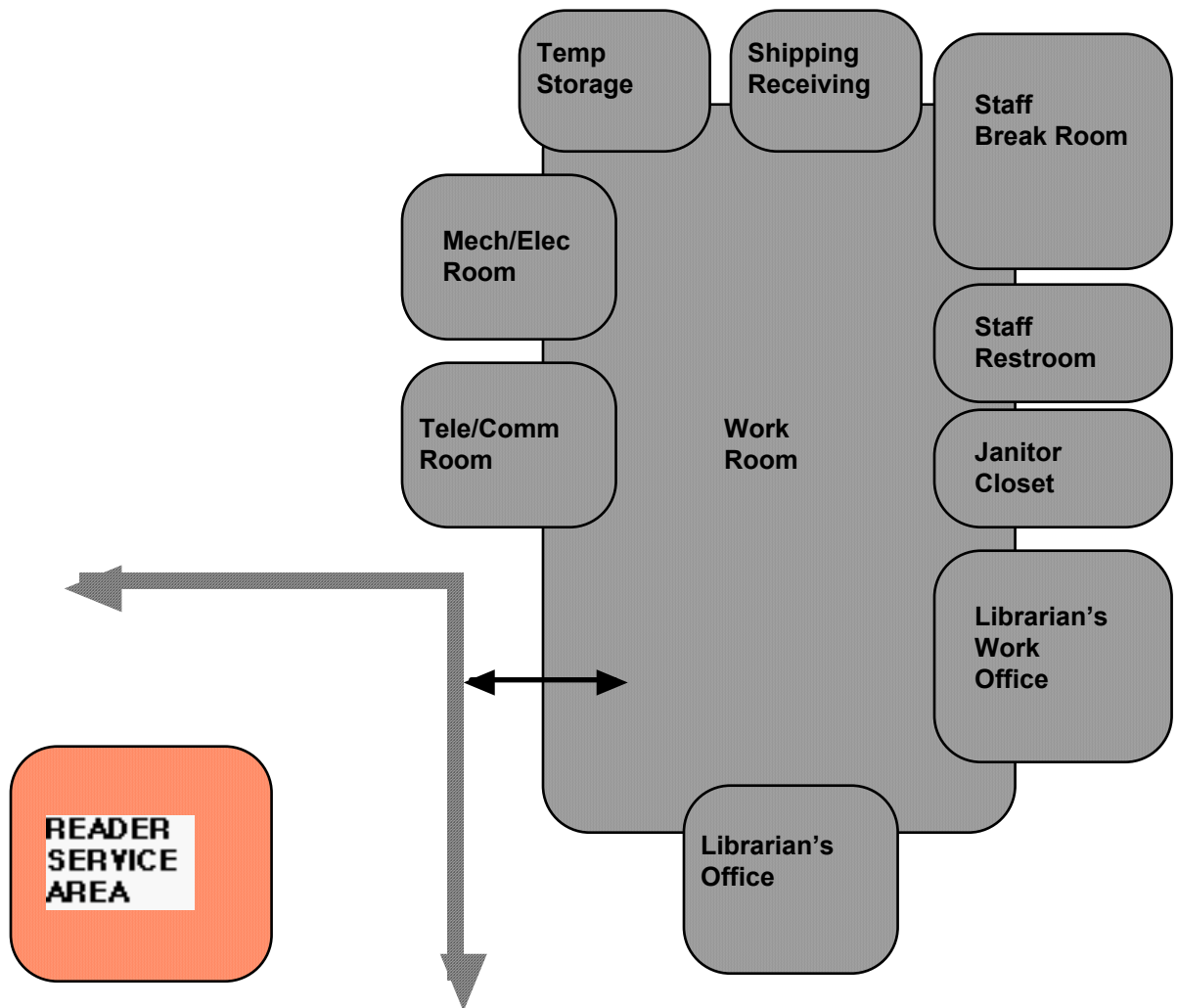
- Movable

Provide space for sorting table and weighing/metering counter. (Owner furnished, Contractor installed.)

Individual Space Description

Section: Staff Support Area (Cont.)

Space Adjacencies Diagram:



6.10 Individual Space Description
Section: Community Room Area

Operational and Design Objectives

Community Room Areas consists of a Community Meeting Room, Audio/Visual Closet, Storage Room, Public Restrooms and Friends Bookstore. The area should be visible and directly accessed from the Public Entry

a. Assignable Square Footage

Total assignable area is 1,507 SF.

b. Occupancy by Staff and Patrons

OCCUPANCY

	LOW	HIGH	AVG.	SEATS	COLLECTIONS
PUBLIC	0	42	20	42	NA
STAFF	0	10	1	0	

c. Type and Size of Collections

Not applicable.

d. Functional Activity Description

The meeting room should be designed for a wide range of functions, including group work activities, individual or group tutoring, story telling, lectures, concerts, community meetings, film and video presentations, theatrical performances and art exhibits. Flexibility is the key to accommodate all these activities.

A small wet bar should be provided for the preparation of light snacks to support meeting rooms activities. It is not to be used to prepare meals or major refreshments.

e. Spatial Relationships

See the following Space Adjacencies Diagram.

f. Flexibility and Expandability

The meeting room space should be designed to accommodate a variety of configurations for meetings, seminars and training sessions. Lighting systems should be adaptable to varying use patterns.

g. Fenestration

Natgural lighting is discouraged in the meeting room area.

h. Space Finishes

FLOOR

Carpet

SPACES

Community Meeting Room, Friends Bookstore

Stone/Tile

Corridor, Public Restrooms

VCT

Storage Room, AV Closet

BASE

Stone/Tile

Corridor, Public Restrooms

Rubber

Community Meeting Room, Kitchen/Storage Room.

WALLS

GWB & Paint

Corridors, Storage Room, Community Meeting Room and AV Closet, Friends Bookstore

CEILING

Acoustical Tile

Community Meeting Room.

GWB & Paint

Public Restrooms

i. Access for the Disabled

All areas of the building are to be accessible to the blind and physically handicapped.

j. Acoustics

Provide acoustical separation between Community Meeting Room and other areas of the facility.

k. Environmental Conditions (HVAC)

Thermostat

1 in Community Meeting Room. (with locking cover).

l. Illumination

Provide 50 footcandles of light at task level. Dual controls, with spotlighting capability at lectern side of room. Provide wall-washers for wall display.

○ Emergency lighting

All areas per code.

○ Lighting

Auto-switched, light sensor at Storage and AV Closet
Multi-switched level lighting, light sensor at Community Meeting Room.

m. Power, Data, and Audiovisual Communications Requirements

Provide connections to local power, telephone and data systems. Provide two (2) data outlets for PAC and two (2) telephone outlets. Provide AV outlets for monitor and speakers, together with Cable TV transmission and reception outlets. Separate public address/sound system. Provide ceiling outlet for video projection system.

- Telephone jacks * Telephone jacks are to be located adjacent to power. (Typical).
4 Community Meeting Room. (Space equally).
1 floor monument, flush mounted in center of room in
Community Meeting Room.
- Data jacks Provided in same 4 x 4 gang box with telephone jacks.
- CATV 3 in Community Meeting Room.
- ISDN (Video teleconferencing) 1 in Community Meeting Room , floor monument, flushed
mounted.
- * The Telephone/Data box that shall be installed, shall be a metal 4x4 deep box with a single gang
plaster ring. The box shall have one 3/4" conduit from the box to the area above the ceiling. All
Telephone/Data boxes to be located next to electrical outlets.
- Power 1 duplex receptacle at Storage.
AV Closet to have power to meet needs for program
function of the room
Special power/data and phone requirements for the
Audio/Visual Closet with isolated ground circuit and
grounding availability.

n. Security Requirements

The Community Meeting Room shall be accessible at night without violating the security of the library. The Friends Bookstore area should be immediately visible upon entering the building and should have lock-off capability.

o. Visual Supervision

Location of the Friends Bookstore area should provide some visual surveillance of comings and goings at the building entrance after library hours.

p. Signs

“Friends Bookstore”
 “Community Meeting Room”
 “Audio-Visual”
 “Storage”
 “Men”
 “Women”

“Julian Branch
 San Diego County Library”

ADA ACCESSIBILITY SYMBOLS

q. Listing of Required Furniture and Equipment

AREA	FURNITURE		EQUIPMENT	
	ITEM	NO.	ITEM	NO.
Community Room Areas	Stacking Chair	42	Recessed Projection Screen	1
	Folding Table 3060	6	Storage Dolly	1
	White Board 3084	1		
	Built-in Cabinet	6 LF	Sink w/disposal	1
	Built-in Upper Cabinets	6 LF		
	Lectern	2	VCR	1
			Video Projector	1
Friends Bookstore	Lounge Chair	2	Computer	1
	Occasional Table	1	Cash Register	1
	Sales Stacks		84” SFU	8
			42” SFU	4

Built-in Casework

SPACES

COMMUNITY MEETING ROOM

- Built-in

Counter with closed locking cabinets above and below 8 feet long with stainless steel kitchen sink with hot and cold water.
 4 duplex, adjacent to counter for coffee pot and miscellaneous counter appliances.
 Armoire style wall closet locking cabinet (3” wide x 30” deep x 6’ tall) for 30” television and video equipment with power, telephone data jack and CATV jack.
 1-white board with tack surface and clips for attachment of presentation paper and boards, approximately 48” x 96” (open).
 Powered drop down projection screen, 12’ wide x 96” high.

**FRIENDS BOOK STORE/WORK
AREA**

- Built-in

Provide area for copier with associated power circuit.

RESTROOMS (PUBLIC)

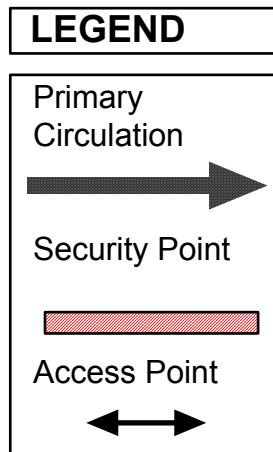
- Built-in

3 fixtures and 2 countertop lavatories with Soap/Towel dispenser in each Restroom.
1- ADA compliant dual chilled water fountain.

Individual Space Description

Section: Community Room Areas (Cont.)

Space Adjacencies Diagram:



7. PRELIMINARY PROJECT BUDGET

<u>DESCRIPTION</u>		<u>BUDGET</u>
1. LAND ACQUISITION		
Clerk/Recorder		\$0
Land Acquisition ~ 1 Acre - est. land value	\$0	\$500,000
Appraisal		\$2,000
Relocation/Moving Costs		\$25,000
Press Notices		\$1,000
Permit Fees, Misc.		\$6,500
Demolition		\$7,200
Phase 1 Environmental/ BRG traffic study		\$10,000
Master Use Permit (MUP)	3%	\$5,000
Misc. Sewer, Water Cap. Charges & Fees		\$12,000
LAND ACQUISITION - Total		\$568,700
2. FEES		
Engineering Fees		
Survey -		\$4,500
Soils Investigation- GEOCON		\$4,500
Asbestos Study		\$0
Civil Eng. - Add'l. Services		\$0
Programming/Master Plan		\$0
Sub-Total	0.34%	\$9,000
Professional Services		
Architectural/Eng. Services	5.32%	\$141,000
Prior -Architectural/Eng. Services	1.41%	\$37,375
Architectural/Eng. Additional Services		\$12,300
A & E Reimbursables		\$4,500
Needs Assessment (Fromm Group)		\$15,000
Cost Estimating w/ Arch. Fee		
Testing & Inspection	0.75%	\$19,327
Miscellaneous		
Interiors		\$7,500
Sub-Total	8.94%	\$237,002

<u>DESCRIPTION</u>		<u>BUDGET</u>
Management Services		
Project Management - DGS/Lib.		\$20,000
Real Property Management - DGS		\$6,500
Purchasing Management - County		\$4,000
Project Manager - RDK Consulting-Basic	3.4%	\$110,550
Project Manager - RDK Additional Services	10%	\$11,055
Project Manager - RDK Reimbursables	5%	\$5,528
Inspector (1.5%)	1.5%	\$39,769
Miscellaneous		\$5,000
Sub-Total	7.63%	\$202,401
FEES - Total	11.59%	\$448,403
3. Construction		
Base Bid Estimate - \$196/SF	\$196	\$1,862,000
	9,500 sq. ft.	9,500
Site & Off-Site Costs - \$5.07/SF	\$5.07	\$452,741
	89,298 sf	89,298
Contract Amount	\$243.66	\$2,314,741
Bid Escalation Factor-21 months x .2%	4.20%	\$145,829
Contract Amount		\$2,460,570
Contingency - 7.5%	7.75%	\$190,694
Construction Total		\$2,651,264
4. Interiors & Co. Furnished Items		
Telephone & Data		\$17,500
Interiors		
Furnishings Interior		\$100,000
Furnishings Stacks Interior		\$63,000
Furnishings Exterior		\$5,500
Equip.		\$25,000
Signage Allowance/ Project Sign		\$16,000
Builders Risk Ins. - Robert Driver		\$0
County Project Reserve	1.8%	<u>\$36,378</u>
Interiors & Co. Furnished Items - TOTAL		\$200,378
Funds Required - Subtotal	\$407.24	\$3,868,745

Appendix 5 – Library Building Program Components - page 70
Preliminary Project Budget

<u>DESCRIPTION</u>		<u>BUDGET</u>
Project Budget - Total	\$3,868,745	\$3,868,745
Ineligible Costs Included		\$37,000
Budget Status		\$3,831,745
Source of Funds		
Co. Capital Funds - BOS 7/31/01		\$100,000
Co. Capital Funds - BOS 7/31/01		\$10,000
CDBG Funds - BOS 7/15/97		\$235,000
CDBG Funds - BOS 2/2002		\$200,000
Additional Funding		\$296,111
Appraised Land Value		\$500,000
Total Funds Appropriated		\$1,341,111
Total County Funds Appropriated	\$57	\$545,000
Prop. 14 bond funding	\$2,490,634	65%
Required match	\$1,341,111	35%
	\$3,831,745	

APPENDIX A: BASIS OF SPACE ALLOCATIONS

Overview

The following tables are a summary of the Library Building Program. Individual space requirements are further itemized in Individual Space Descriptions for each department.

The figures provided here are the basis for the project construction program and budget. They are based on projections of collection size and seating, technology and staffing/operations requirements provided by the San Diego County Library and documented in the Community Library Needs Assessment for the project.

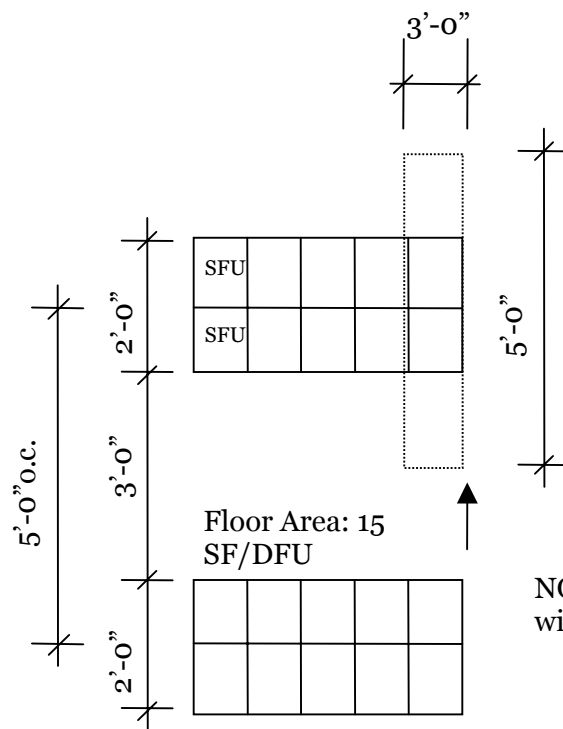
All figures provided within the body of summary tables are net usable figures. Gross square footage requirements are estimated by the additional factors for efficiency of 80 % (a factor of 1.25). This ratio is provided to account for internal circulation, walls, chases, and equipment space devoted to mechanical, electrical, telephone, plumbing and security electronic functions.

The following diagrams indicate the spatial basis for area assignments used in this document. Following the diagrams, information is presented regarding library collections, reader seats, technology and staff area requirements.

BOOKSHELF CONFIGURATION

SFU = Single Faced Unit - 3'-0" wide x 1' - 0" deep
 DFU = Double Faced Unit - 3'-0" wide x 2' - 0" deep

DFU x 84" High = 7 Shelves
 DFU x 72" High = 6 Shelves
 DFU x 42" High = 3 Shelves

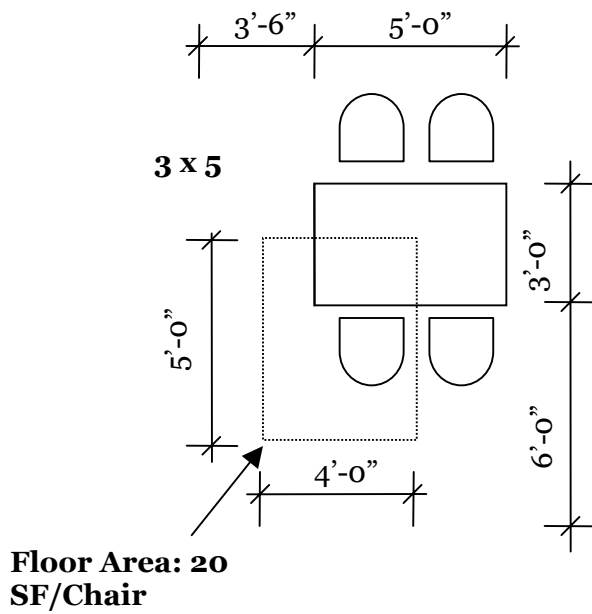
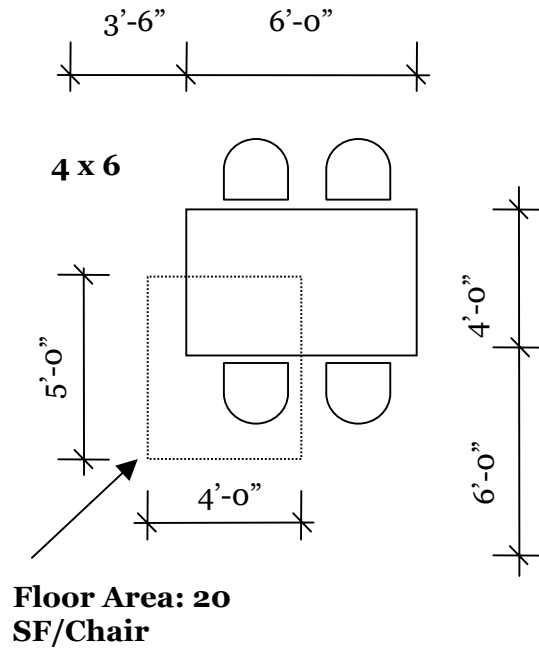
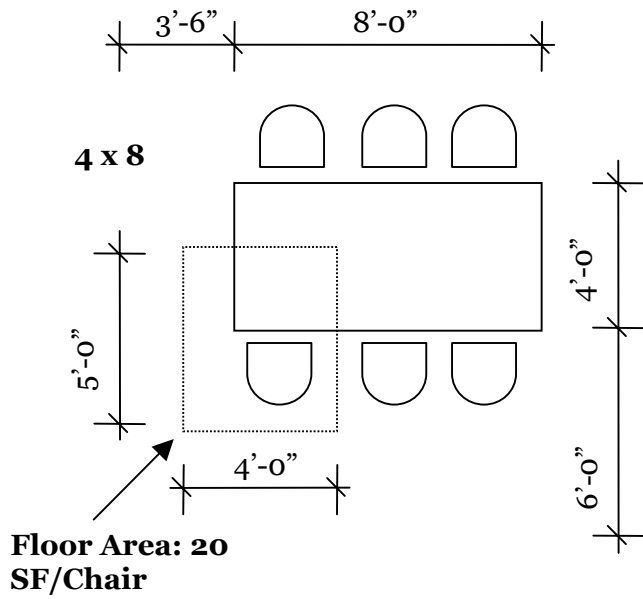


NOTE: For large collections, add 21 SF/DFU with transverse and perimeter aisles

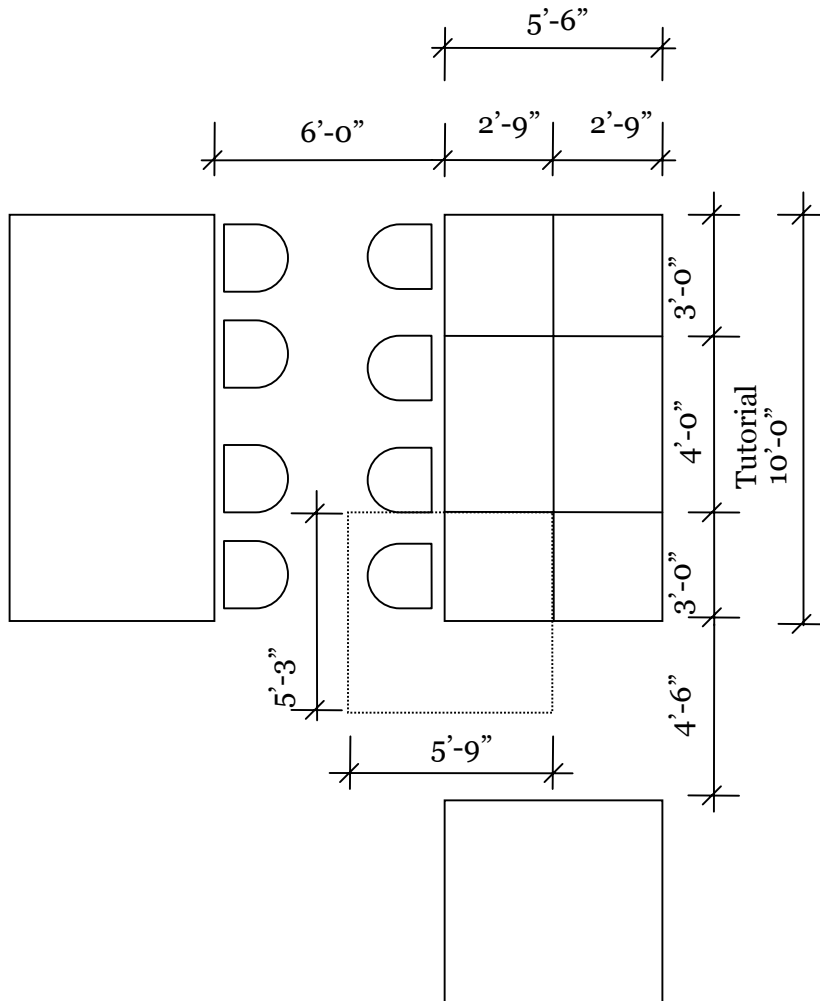
COLLECTION DENSITY:

Name	Volumes/LF	Volumes/DFU x 84"	Volumes/DFU x 72"	Volumes/DFU x 42"
Children	15	540	450	260
Picture Books	20	720	600	360
Young Adults	15	540	450	260
Periodicals	5-5	195	165	100
Adult/Reference	10	360	350	180
General Reference	6	216	180	108
General Book Collection	10	360	310	180

READING TABLES

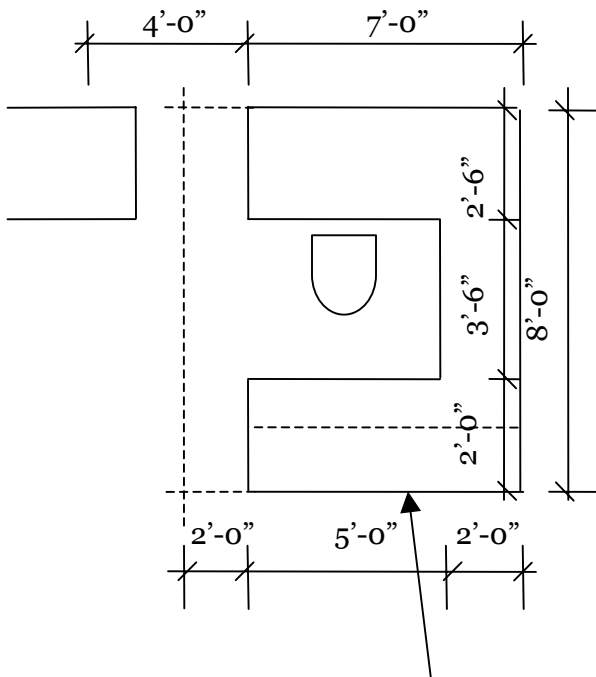


CARRELS



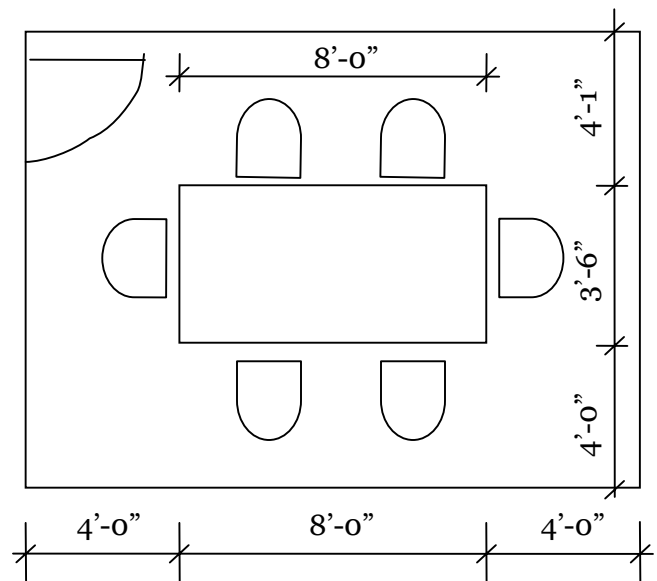
Floor Area: 30 SF Carrel
35 SF Carrel (Tutorial)

WORKROOM WORKSTATION/CONFERENCE/STUDY ROOM



Overhead Storage

Workroom Workstation 72 SF

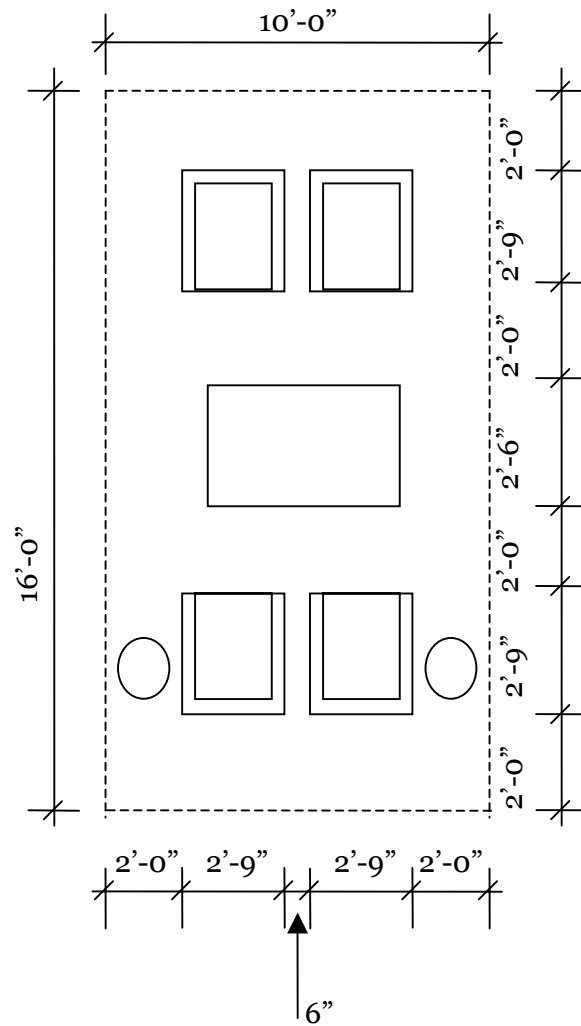


Conference/Study Room

16x11'-6" = 184 SF

30 SF/Person

LOUNGE SEATING



Lounge Seating
160 SF/4 = 40 SF/ Lounge
Chair

SUMMARY LIBRARY COLLECTIONS

The following charts document the current circulation holdings and projected circulation holdings to the year 2040. Estimates of opening day collection size and collection increases in 5-, 10-, 20- and 40-year increments. The total lineal footage of shelving required is factored to accommodate the various types of collection materials and the resultant number of single- and/or double-faced units of shelving required to house the collection is specified.

JULIAN BRANCH
LIBRARY
EXISTING COLLECTIONS

Items Held	Current Non-Fiction	Current Fiction	Current Unclassified	Total
Adult Book	3,709	2,456	374	6,539
YA Book	99	125	5	229
Juvenile Book	1,919	1,762	42	3,723
Juvenile Picture Book				
Reference Adult	312		27	339
YA Reference				
Juvenile Reference	196	63	3	262
New Books			8	8
Reader Express			42	42
Adult Audio Cassette		7	951	958
YA Audio Cassette			1	1
Juvenile Audio Cassette			111	111
Language Cassette			12	12
Adult Video	3		1,170	1,173
YA Video				0
Juvenile Video			164	164
Adult DVD			54	54
Juvenile DVD			8	8
Adult CD			362	362
Juvenile CD			50	50
Adult Paperbacks			1,254	1,254
YA Paperbacks			2	2
Juvenile Paperbacks			311	311
Pamphlet			35	35
Puppet			3	3
Magazine Subscriptions	51			51
TOTAL	6,289	4,413	4,989	15,691

JULIAN BRANCH LIBRARY
PROJECTED COLLECTIONS

Items Held	Projected Non-Fiction	Projected Fiction	Projected Unclassified	Total
Adult Book	8,465	5,605	854	14,924
YA Book	226	285	11	522
Juvenile Book	4,380	2,681	96	7,157
Juvenile Picture Book	0	1,340	0	1,340
Reference Adult	712	0	62	774
YA Reference	0	2	0	2
Juvenile Reference	447	144	7	598
New Books	0	0	18	18
Reader Express	0	0	96	96
Adult Audio Cassette	0	16	2,170	2,186
YA Audio Cassette	0	0	2	2
Juvenile Audio Cassette	0	0	253	253
Language Cassette	0	0	27	27
Adult Video	7	0	2,670	2,677
YA Video	0	0	0	0
Juvenile Video	0	0	374	374
Adult DVD	0	0	123	123
Juvenile DVD	0	0	18	18
Adult CD	0	0	826	826
Juvenile CD	0	0	114	114
Adult Paperbacks	0	0	2,862	2,862
YA Paperbacks	0	0	5	5
Juvenile Paperbacks	0	0	710	710
Pamphlet	0	0	80	80
Puppet	0	0	7	7
Magazine Subscriptions	83	0	0	83
TOTAL	14,320	10,073	11,385	35,778

JULIAN BRANCH LIBRARY

COLLECTIONS/SHELVING REQUIREMENTS/LINEAL FEET AND SFUs

Items Held	Projected Non-Fiction	Projected Fiction	Projected Unclassified	Total	Items/ LF	LF Req'd	No. 84" SFU
Adult Book	8,465	5,605	854	14,924	10	1,492	71
YA Book	226	285	11	522	15	35	2
Juvenile Book	4,380	2,681	96	7,157	17.5	409	19
Juvenile Picture Book		1,340		1,340	25	54	3
Reference Adult	712	0	62	774	6	129	6
YA Reference	0	0	2	2	6	0	0
Juvenile Reference	447	144	7	598	15	40	2
New Books	0	0	18	18	8	2	0
Reader Express	0	0	96	96	12	8	0
Adult Audio Cassette	0	16	2,170	2,186	12	182	9
YA Audio Cassette	0	0	2	2	12	0	0
Juvenile Audio Cassette	0	0	253	253	12	21	1
Language Cassette	0	0	27	27	12	2	0
Adult Video	7	0	2,670	2,677	12	223	11
YA Video	0	0	0	0	12	0	0
Juvenile Video	0	0	374	374	12	31	1
Adult DVD	0	0	123	123	24	5	0
Juvenile DVD	0	0	18	18	24	1	0
Adult CD	0	0	826	826	12	69	3
Juvenile CD	0	0	114	114	12	10	0
Adult Paperbacks	0	0	2,862	2,862	12	239	11
YA Paperbacks	0	0	5	5	12	0	0
Juvenile Paperbacks	0	0	710	710	12	59	3
Pamphlets	0	0	80	80	25	3	0
Puppets	0	0	7	7	3	2	0
Magazine Subscriptions	83	0	0	83	2	42	2
TOTAL	14,320	10,071	11,387	35,778		3,058	146

JULIAN BRANCH LIBRARY

COLLECTIONS/SHELVING REQUIREMENTS/SFUs and FLOOR AREA

Items Held	LF Required No. 84" SFU Floor Area		
Adult Book	1,492	71	1350
YA Book	35	2	32
Juvenile Book	409	19	370
Juvenile Picture Book	54	3	49
Reference Adult	129	6	117
YA Reference	1	0	1
Juvenile Reference	40	2	36
New Books	2	0	2
Reader Express	8	0	7
Adult Audio Cassette	182	9	165
YA Audio Cassette	1	0	1
Juvenile Audio Cassette	21	1	19
Language Cassette	2	0	2
Adult Video	223	11	202
YA Video	1	0	1
Juvenile Video	31	1	28
Adult DVD	5	0	5
Juvenile DVD	1	0	1
Adult CD	69	3	62
Juvenile CD	10	0	9
Adult Paperbacks	239	11	216
YA Paperbacks	1	0	1
Juvenile Paperbacks	59	3	53
Pamphlet	3	0	3
Puppet	2	0	2
Magazine Subscriptions	42	2	38
TOTAL	3,062	146	2770

READERS' SEATS

1. A total of 90 seats are included in the planned facility. See breakdown below.
2. Projected reader usage and American Library Association guidelines were used in determining the amount of seating. ALA recommended reader space for a book collection of 40,000 volumes is 75 seats. Because of the rural nature of the community and the homework programs anticipated, the suggested number of seats was increased by 30% for the Julian facility.
3. An average area requirement of 30 square feet per seat was used in translating the various types of readers' seating into space needs. Lounge seating has been calculated at 40 square feet per seat. See attached diagrams for conversion factor description.

Seating Breakdown

Children's Area:	8 seats @ 30SF/seat	240 SF
	12 seats (computer tutorial) @ 35SF/.seat	420 SF
	2 lounge seats @ 40SF/seat	80 SF
Study/Computer Carrels:	4 seats (tutorial) @ 35SF/seat	140 SF
	8 seats (carrel) @ 30SF/seat	240 SF
Study Rooms:	12 seats @ 30SF/seat	360 SF
Reference Tables:	8 seats @ 30SF/seat	240 SF
Reference Lounge:	2 seats @ 40 SF/seat	80 SF
Young Adults	6 seats @ 30SF/seat	180 SF
Lounge	2 seats @ 40SF/seat	80 SF
Adults	16 seats @ 30 SF/seat	480 SF
Special Collections	: 4 lounge seats @ 40SF/seat	160 SF
TOTAL AREA		2,700 SF

TECHNOLOGY

c. 1. Technology-Julian Branch Library

The following charts identify necessary technology equipment needs for a new Julian Branch Library. The implementation plan includes upgrading the Julian Branch Library with a new Cisco 2611 router and 2912 switch. A 48 port patch panel, DSU/CSU, and Cisco Catalyst 3500 Hub will be purchased and installed. The existing Julian Library does not have a telecommunications closet. Telecommunications equipment is housed in the circulation desk. In the new branch, a 6x6 foot telecommunications closet with ventilation and dedicated electrical circuits would be constructed to house the equipment and keep it secure and clean. The current Julian Branch has limited bandwidth with a 256k fractional T1 line. In a new Julian Library, the bandwidth would be increased to a Full T1 line. Category 5 cabling would be installed to connect 20 public PCs, 6 staff PCs, 1 Color HP LaserJet printer, 3 black and white HP LaserJet printers, and 6 digital voice connections to San Diego County Library's Wide Area Network (WAN). The current branch has one analog telephone instrument. The telephone allocation would be increased to 5 digital telephone instruments and 1 FAX machine. Twenty -six PCs will be purchased and installed with Windows 2000 and the Microsoft Office Suite to include word processing, spreadsheet, presentation, database, email and Internet access. Six staff PCs will also have access to the San Diego County Intranet, and personnel and payroll software. Access to online subscription databases and the Internet would be available on both the public and staff PCs.

c. 1.1 Workstations

Location	Workstation	B&W Printer	Color Printer	Phones	FAX	Kiosk Software	Smarterterm Software	MS Office Suite	Kronos People
Public Access Computer	20	1	1			20		20	
Circulation Desk	2	1		2			2	2	
Staff Work Area	2	1		1	1		2	2	2
Branch Librarian	1			1			1	1	1
Regional Librarian	1			1			1	1	1
Total	26	3	1	5	1	20	6	26	4

c. 1.2 Telecommunications Equipment

4'x8' backboard	1
19"x6' equipment rack	1
48 port patch panel	1
Category 5 LAN drops w/RJ 45 jacks	36
Cisco Switch	1
48 Port Cisco Hub	1
Cisco Router	1
1' Category 5 patch cords	30
20 amp dedicated electrical circuit	1
DSU/CSU	1
Relocate and upgrade existing voice and data circuits	2

STAFF SUPPORT AREA

The following charts identify the necessary space needs for staff offices. The area is to be located with immediate access to the Reader Service circulation desk area and is generally closed to the public. The space is to be used to carry out administrative activities pertaining to the operation of the library. The Branch Librarian will conduct planning conferences with staff and public, staff interviews and personnel evaluations here as well as general office activities. A private office is required for this function.

This division houses staff support services such as a lounge with kitchenette for staff members to use during breaks, staff restroom, and a separate staff and delivery entrance. The staff and delivery entrance should not be located in such a manner that it could be considered a public entrance. Other support functions include mechanical and electrical spaces, a janitor's closet and temporary storage for incoming or outgoing materials at the delivery entrance.

Staff projections for the Julian Branch Library will require space for one (1) full-time Librarian II, one (1) full-time Library Technician III, one (1) full-time library Technician II and one (1) full-time Library Technician I. Library/Librarian Substitutes are budgeted at 320 hours per week. Space should be provided for expansion of Staff Librarian space to include six (6) full time staff. Space should also be allocated for volunteer assistants in the Workroom of the Staff Support Area.

SPATIAL REQUIREMENTS

Spatial requirements for the Staff Support Area are based on San Diego County Library standards for facilities of similar physical size and serving similar service areas. Areas noted are net square footage.

Space	Area
Branch Librarian's Office	100 SF (should include small conference table)
Workroom	240 SF (includes 4 staff workstations @ 50 SF each)
Staff Break Room	200 SF (with kitchenette and locker space)
Staff Restroom	60 SF
Shipping/Receiving	50 SF
Temporary Storage	50 SF
Mech/Electrical Room	130 SF
Telecommunications	50 SF
Janitor Closet	40 SF
TOTAL	920 SF

COMMUNITY ROOM AREAS

Community involvement in the planning of the new Julian Branch Library indicated a need for a Community Meeting Room for community group meetings, fund-raising functions, staff and volunteer training, and general assemblies. The joint venture homework center program will also require a large space for group homework activities. Because of the remoteness of periodic inaccessibility of the town of Julian, planning should include options for future video-conferencing from this space.

The space should be located near the Entry/Community Services area of the new facility and should be capable of being utilized without interfering with library operations and also when the library itself is closed to the public. The local Friends of the Library group requested that a bookstore/fund-raising room be provided for them in the vicinity of the Entry/Community Services area and that it's operational capabilities be similar to those of the Community Meeting Room. The concept of separate use of these community facilities indicated a need to located public restrooms in this area. It was generally felt that these restrooms could also serve the needs of library patrons during hours of library operation.

Community input indicated a need for a space to house meetings of a maximum of 45 people. Allowing approximately 10 square feet per person to accommodate classroom-type set-ups, the area of the proposed Community Meeting Room should be approximately 450 square feet. Using a 10% facto each for storage and audio visual equipment space, an additional 90 square feet would be required for this space.

Spatial Requirements

Space	Area
Community Meeting Room	576 SF
Audio-Visual Equipment	40 SF
Storage	40 SF
Friends Bookstore	240 SF
Public Restrooms	360 SF
TOTAL	1,256 SF